



# Peñasco Elementary School

*Student Handbook  
2023-2024*

**Peñasco Elementary...**  
is a Community School that works together with families and the community to ensure that our students have well-rounded educational opportunities, and support, in order to be successful.

***Please have students at school by 7:50  
class starts at 8:00am dismissal is at 3:45pm***

## **Compelling Statement:**

A Peñasco education is rooted in school and community pride. We celebrate our community's diverse tradition(s), culture(s), and values. As a community, we cultivate an environment to empower students.

## **Our Vision:**

Peñasco Elementary School students will be academically and socially prepared to be successful for the next level of education.

**Spirit Day:** Every Wednesday wear your AVID Shirt and Thursday we ask that you wear your Panther Pride attire or a blue or yellow shirt.



# Home of the Panthers

**Michelle Gonzales, Principal**

**Veronica Dominguez, Secretary**

**Welcome students and families to Peñasco Elementary School 2023-2024 academic school year!**

Peñasco Elementary School is committed to providing an excellent education for ALL students. We will continue to support our students and families as a Community School, both inside and outside of the classroom, by providing the coordination of resources and services with our community partners and Community School Coordinator.

Our commitment to our students and their families at Peñasco Elementary School, holds true to our district's compelling statement. Peñasco Elementary teachers and staff firmly believe education is rooted in school and community pride. As we move forward Peñasco Elementary alongside with our entire district will continue to celebrate our community's diverse traditions, cultures and values. By planting those seeds, as a community of learners and educators, we continue to cultivate an environment that empowers and encourages students to become lifelong learners and productive citizens.

We offer classes from PreK (4 year olds) through Fifth Grade. Peñasco Elementary's OUTSTANDING staff collaborate as a Professional Learning Community, who are committed to offering rigorous academic programs and experiences that are rich in culture, heritage and tradition. Integrated instruction includes SFA, ELA, Math, Science, Social Studies and Activity Classes for students, which will be nurtured via Projected Based Learning. It's our goal to provide a hands-on opportunity for our students, in order for them to thrive. Peñasco Elementary takes pride in offering Bilingual education courses in Spanish and Tiwa, which nourishes our compelling statement.

Peñasco Elementary School, staff and teachers, will continue to work with our community partners to build social emotional learning and intelligence. We host a Nurturing Center that is located within the school, who make themselves available to support the social and emotional well-being of our students. Our community schools department assists families with access to community resources, as well as supporting families with diverse home needs. They offer an abundance of resources to grandparents raising grandchildren.

We look forward to working through an exciting school year and encourage you to work alongside us to support our children.

Respectfully,

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## *Peñasco Elementary Staff*

*In you need to get a hold of a teacher please email them or call 575-587-2502 ex 2000*

*Please note teachers are not permitted to answer calls during instructional time*

NAME	GRADE	E-MAIL
M. Gonzales	Principal	<a href="mailto:mgonzales2@penascoisd.com">mgonzales2@penascoisd.com</a>
V. Dominguez	Secretary	<a href="mailto:verdominguez@penascoisd.com">verdominguez@penascoisd.com</a>
K. Duran	Counselor/Programs Supervisor	<a href="mailto:katherineduran@penascoisd.com">katherineduran@penascoisd.com</a>
V. Maestas	Social Worker	<a href="mailto:vrmaestas@penascoisd.com">vrmaestas@penascoisd.com</a>
Y. Pacheco	School Nurse	<a href="mailto:ypacheco@penascoisd.com">ypacheco@penascoisd.com</a>
M. Noll	Community Coordinator	<a href="mailto:mnoll@penascoisd.com">mnoll@penascoisd.com</a>
M. Esquibel	SFA Facilitator	<a href="mailto:mesquibel@penascoisd.com">mesquibel@penascoisd.com</a>
B. MacCallum	Family Coordinator	<a href="mailto:bmacallum@penascoisd.com">bmacallum@penascoisd.com</a>
B. Richardson	Tiwa Instructor	<a href="mailto:brichardson@penascoisd.com">brichardson@penascoisd.com</a>
E. Lopez	Special Education Director	<a href="mailto:estlopez@penascoisd.com">estlopez@penascoisd.com</a>
A. MacAuley	Special Education Teacher	<a href="mailto:amacauley@penascoisd.com">amacauley@penascoisd.com</a>
L. Greenfield	PreK	<a href="mailto:lgreenfield@penascoisd.com">lgreenfield@penascoisd.com</a>
G. Visarraga	Kindergarten	<a href="mailto:gvisarraga@penascoisd.com">gvisarraga@penascoisd.com</a>
S. Chacon-Martinez	1st	<a href="mailto:selchacon@penascoisd.com">selchacon@penascoisd.com</a>
C. Gonzales	2nd	<a href="mailto:cargonzales@penascoisd.com">cargonzales@penascoisd.com</a>
A Montoya	3 <sup>rd</sup>	<a href="mailto:aldominguez@penascoisd.com">aldominguez@penascoisd.com</a>
M Amplayo	4 <sup>th</sup>	<a href="mailto:mjampayo@penascoisd.com">mjampayo@penascoisd.com</a>
K. Martinez	4th	<a href="mailto:kmartinez@penascoisd.com">kmartinez@penascoisd.com</a>
I.Ortega	5 <sup>TH</sup>	<a href="mailto:iortega@penascoisd.com">iortega@penascoisd.com</a>
A. Ogren	Art	<a href="mailto:aogren@penascoisd.com">aogren@penascoisd.com</a>
M. Abeyta	PE	<a href="mailto:mabeyta@penascoisd.com">mabeyta@penascoisd.com</a>
C. Duran	Music	<a href="mailto:cduran@penascoisd.com">cduran@penascoisd.com</a>
L. Arguello	Librarian	<a href="mailto:larguello@penascoisd.com">larguello@penascoisd.com</a>



## Frequently Dialed Numbers 575-587-2502

Main Office:	Ext. 2000
Principal:	Ext. 2001
Nurse:	Ext. 2030
Counselor:	Ext. 2024

## Parent Student Handbook

### ACADEMICS

#### Academic Grading Scale (Administrative Regulation within [\(Policy I-6800 and I-6900\)](#))

97 - 100	A+	77 - 79	C+
94 - 96	A	74 - 76	C
90 - 93	A-	70 - 74	C-
87 - 89	B+	67 - 69	D+
84 - 86	B	64 - 66	D
80 - 83	B-	60 - 63	D-
Below 59		F	

#### Helpful Homework tips:

- Check and sign your child's homework every night.
- Sit with your child to read 20 to 30 minutes a night.
- Encourage your child to study Math concepts.
- Demonstrate to your child that his/her education takes priority over electronics.
- Teach your child organizational skills and independence.
- Teach your child to plan ahead-some homework assignments may be long range projects with a due date several weeks in the future.
- Teach responsibility - students who have been absent are responsible for their assignments.

### ATTENDANCE ([Policy JH](#))J-1550

Consistent daily attendance is critical to your child's educational progress and success. Perfect attendance is a major goal in our school to ensure our students succeed academically, emotionally and linguistically.

TEACHERS NEED THE STUDENTS IN CLASS EVERY DAY. SPORADIC LEARNING CREATED BY AN ABSENT STUDENT CREATES A ROAD BLOCK FOR STUDENT SUCCESS.

**The Attendance for Success Act requires that school attendance data be reported to the New Mexico Public Education Department (NMPED). Students are expected to attend in-person or remote instructional programs, as provided by their school, each day.**



# Peñasco Independent School ATTENDANCE

Regular attendance is a key to school success. Penasco Elementary School students can learn only if they are on time and present in all classes daily. The Federal Every Student Succeeds Act requires that states, school districts and schools be held accountable for ensuring that all students meet high academic standards. On time, daily attendance is a critical component of this educational process.

**School Day** "School day" means a portion of the school day that is at least one-half of a student's approved program.

**Tardy** "late arrival" Students are expected to arrive at school by 7:50 a.m. and be in their classroom by 8:00 a.m. If students are not in the classroom by 8:00 a.m. they will be marked tardy.

Students that are tardy need to check in at the office and receive a tardy slip to deliver to the classroom teacher. Habitual tardiness (more than 3 in a 9 week period) will be referred to the Attendance Team. **Three tardies result in an unexcused absence.**

**Absent** "Absent" means not in attendance for a class or school day for any reason, whether excused or not, provided that "absent" does not apply to participation in interscholastic extracurricular activities.

**Excused Absence** "Excused absence" means absence from a class or school day for a death in the family, medical absence, religious instruction or tribal obligations. Parent notifies the school of the student's absence.

**Unexcused Absence** "Unexcused absence" means an absence from a class or school day for which the student does not have an allowable excuse pursuant to the Attendance for Success Act. No Parent contact

NOTE:

**If your child is absent for any reason, please contact the school office immediately at (575) 587 - 2502 ext 2000 and send a note with the child when he/she returns to school.** A written excuse should include the following information:

- The name of the child
- The date(s) of the absence
- The reasons for the absence (state kind of illness or other reason)
- The signature of the parent or guardian
- A doctor's slip confirming doctor visit (if applicable)

**ALL student absences are considered UNEXCUSED (under the Student Success Act), however, we ask for communication in order to support your student. Please justify absences by sending documentation for the**

**following reasons:**

- Illness or injury of the student – 3 or more days requires a Doctor's excuse
- Medical treatment of the student (Doctor's excuse required)
- Attending funeral services for a member of the student's immediate family
- Observance of a holiday or ceremony of the student's religion if applied for and approved in advance
- Other emergencies approved by the Principal

**Make-Up Work**

When parents provide valid justification, concessions will be made with the classroom teacher to make up for classroom work missed. When you bring the above mentioned documentation of your child's absence, students will be afforded time to make up classroom work (not group projects-unless teacher allows). Students may be denied make-up work privilege if the justification for absence is not provided on the day the student returns to school from the absence. Please note your child may receive a lower academic grade if absences become problematic. A critical measure of academic success is daily attendance. PISDE considers every absence, an absence, regardless of the reason. Furthermore, the state considers 10 or more absences Educational Neglect. Without appropriate documentation for illness/other health related issues, or justifiable absence, the school is required to report more than 10 absences to the Children Youth and Families Division (CYFD), this will be monitored for every 9 weeks.

Please refer to the District Policy on **District Attendance Policy** ([Policy \(JH\) J-1550](#))

**Keep in mind the following student absences will be considered UNEXCUSED:**

- Failure to board the school bus at the designated time, unless the delay is caused by emergency conditions
- Going shopping, even if accompanied by the parent
- Parent's having an appointment
- Three tardies are equal to one absence.

**Chronic Absenteeism "Truancy "**Chronic Absenteeism means that a student has been absent for ten percent or more of classes or school days for any reason, whether excused or not, when enrolled for more than ten days.

**Whole School Prevention** "Whole school Prevention means universal, whole-school prevention strategies for all students, including students who have missed less than five percent of classes or school days for any reason.

**Student in Need of Early Intervention** "Early intervention means intervention for a student who is missing ten percent or more but less than twenty percent of classes or school days for any reason.

**Student in Need of Intensive Support** "Intensive support means intervention for a student who is missing twenty percent or more of classes or school days for any reason



## Absence Notification Procedures

Please notify the school office before school starts if your student must be absent. Parent(s)/guardian(s) will be notified at the third, fifth, tenth and fifteenth absence of their child, in accordance with the Attendance for Success Act.

School staff will make an attempt to contact the parent/guardian if the school has not received notification of absence by a parent for three consecutive days. Parents will be notified via phone calls, mail, email of your child's absences.

## Planned Absences

If you expect your child to be absent from school for more than (10) days, you should contact the school immediately, for approval and strategy for students to make up work if approved. This includes family vacations and special events. Ten (10) or more consecutive excused or unexcused absences will result in the students' immediate withdrawal from school. Parents must meet with the Attendance Team before the student is re-enrolled in school to discuss the matter and provide assistance to the parent and child. Ten (10) or more days of unexcused absences will be reported to the CYFD and District Attorney's Office for educational neglect and will also result in the child not being able to join class field trips.

Unexcused Full Day Absences	1-4 Days	5-9 Days	10-17 Days	18+ Days
Phone Call to Parent/Guardian from District				
Written Notice to Parent/Guardian from District				
School Interventions and Strategies				
Referral to school counselor				
Parent & Student Conference with School Staff				

Attendance Contract is established and student is referred for a weekly small group intervention				
Attendance Contract is revised and student is referred for screening for individual support				
Referral to Children, Youth and Families and Academic Services Dept of Clovis Municipal Schools				

**Parents must not leave their children on a school campus longer than fifteen minutes either before or after the school day.** If extenuating circumstances prevent a family from picking up a student on time, the school must be notified within fifteen minutes of the end of the school day. If students are repeatedly left on campus outside of the school day hours, an administrator will attempt to contact the family to discuss the problem.

School attendance is required by New Mexico Law, Section 22-12A-1 through 8, NMSA 1978, Attendance for Success Act. The parent of a school-age person subject to the provisions of the Attendance for Success Act is responsible for the school attendance of that school-age person (HB236).

Authorized school-sponsored trips are considered an extension of the school day, and the student is not counted absent. The student, however, must satisfactorily make up all missed work in a timely fashion.

**Procedures for releasing students from school and/or school sponsored activity**

Good student attendance is a priority for Peñasco Elementary School. We realize that emergencies and/or other extenuating circumstances may necessitate the need for a student to be released from school. When this occurs, the following procedure shall be followed:

- The Parent/Legal Guardian **MUST** come in to the Secretary's office and sign out the student;
- The Secretary/Principal's office must be able to verify the identification of the parent/guardian or designated individuals identified under the emergency contacts through PowerSchool in order for the student to be released

**Honor Roll ([Policy I-7150](#))**

Outstanding academic achievement does not go unnoticed. Academic excellence is a priority in the school district. Grades K-5 are eligible to be recognized for Honor Roll. Students achieving a 3.0 grade point average and above will be on the Honor Roll. A student may not have any D's or F's for Honor Roll Recognition.

**Procedures to Seek to Correct Education Records([Policy J-7061](#))**

A course grade that has been entered for a subject or curricular area on a student's report card, in the cumulative record or on a transcript is considered a student record under FERPA by this Governing Board. If the parent or guardian of a student or an eligible student believe a student record grade is inaccurate, misleading, or in violation of the students rights or can show proof that the teacher failed to reasonably follow the guidelines in the school grading system, the grade may be considered for change as indicated in the hearing procedure established by 34 Code of Federal Regulations 99.20 and 99.21. The first step is to contact the school records custodian and request that the record be changed. If the custodian cannot change the record to the requester's satisfaction the

custodian will ask that a request in writing be submitted using "A grade Change Request Form." The form shall be completed by the requestor and returned to an administrator in the school who shall place the request in the hands of the school records custodian for disposition in accordance with the hearing procedures established.

### **CLASSROOM PLACEMENT**

Peñasco Elementary School student classroom placements are made to meet New Mexico State Department of Education and Office of Civil Rights regulations. Classroom placement will be the responsibility of the school. An effort will be made to achieve balance in each classroom. Placements are based on:

- New Mexico State Department of Education Classroom Size Regulations, unless a waiver has been granted
- Office of Civil Rights Regulations
- A gender balance
- High, average, and low academic achievement
- Ethnic balance
- Number of students with special needs

The Grade level teams will complete classroom assignments. Classroom placement will be finalized in August to establish classes for the school year. The Principal(s) will assign classrooms for those students enrolled after school starts. This only applies to those grade levels that have multiple classes.

### **CLASSROOM CHANGES ([Policy J-1400](#))**

School administrators will consider requests and make final determination for classroom changes during the school year. All requests must be in writing and must include valid reasons for the change requested. Administrators will take into consideration whether the request is in the best interest of the student and space availability in grade level classes. Changes to classroom placement at the start of the year will not be considered until 6 weeks after the first nine weeks to allow students time to adjust to their new environment. This only applies to those grade levels that have multiple classes.

### **ELECTRONICS and TOYS ([JIC 2311](#))**

Problems arise when students bring items to school that are hazardous or interfere with school procedure or the child's learning. If a student brings a toy or electronic device to school and it is out of his/her backpack, the item will be confiscated by the staff member in charge and parents must recover it from the office. The school is not liable for any confiscated, lost or stolen items.

These items include, but are not limited to:

- iPods/iPads
- Video games
- MP3 players
- Cell phones
- Anything that beeps: watches, games, music, etc.
- Any type of card (playing, sport, special interest)
- Toys

### **Valuables**

Leave valuables at home! Students, not the school, are responsible for their personal property. Personal property should be taken home after school. Cash is not to be exchanged between students in payment for personal property or services.

### **Telephones**

The school phones are for school business only. Students may use the telephone for emergency purposes only. Students are not allowed to receive personal messages at the school. If a student brings a cell phone and it is out of his/her backpack, the cell phone will be confiscated until the last day of school. Teachers will not be called to the telephone during instructional time. You can leave a message for them and they will return your call at their convenience.

### **Student Devices**

Each student will be assigned a device and parents will be required to complete a Technology Equipment Check-Out Form. Student devices will be sent home daily. It is imperative that devices are returned to schools fully charged because our school utilizes programs that are technology based for instructions.

### **FIELD TRIPS (Policy J-4550)**

Classroom teachers may occasionally schedule field trips during the school year. Students must bring a signed Parental Consent Form in order to participate. Field trips are a privilege. Each classroom teacher may set his or her own rules in order to decide who participates and what will be considered appropriate attire. Students absent the day prior to the scheduled field day will not be allowed to participate. **Students' behavior will be considered by the teacher for participation on field trips and confirmed by the principal.**

### **FOOD SERVICE PROGRAM**

The Peñasco Elementary School Food Service Department provides a variety of services every day to meet the nutritional needs of your child. The school cafeteria provides a nutritional breakfast and lunch, daily. The weekly menu is published in the classroom. Polite table manners are expected. Lunch is considered a part of your child's educational day. Disruptive behavior may warrant a student's exclusion from lunchtime participation.

#### **Cafeteria Rules:**

- Observe good table manners
- Table and surrounding area must be left clean and orderly
- Trash must be put in proper containers
- Food will not be taken out of the cafeteria
- No pushing, shoving, loud or rowdy behavior
- No pushing in front of others in the lunch line
- Student must leave the cafeteria in sufficient time to be in class on time

#### **Sack Lunches**

A healthy snack is being provided by the district on a daily basis therefore snack from home are discouraged and not allowed.

### **HEALTH PROCEDURES AND POLICIES**

#### **Immunizations**

All children entering a public school in the state of New Mexico are required to have proof of immunization. Students will not be allowed in school if documentation is not provided.

#### **Health Services and First Aid**

A full time nurse is on campus to provide first aid for injuries that occur during school hours. In case of sickness or serious injury to a student, the parents of the child will be notified immediately. It is important that we know where to reach you at all hours. **Keep all emergency information current with the school office and the classroom teacher.**

## **Accidents**

If a student is injured during the school day or during a school sponsored activity, he/she must report the accident to the teacher, nurse or office. Parents will be notified of a serious injury. **Keep all emergency information current with the school office and the classroom teacher.**

## **Exclusion from Physical and Medical Exams**

Parents wishing to have their children excused from routine health examinations conducted at the school must submit a written request for exemption each school year. This request should be submitted to the Principal during the first week of the student's attendance.

## **Student Medication [\(Policy J-53-50\)](#)**

Medicinal treatment is the responsibility of the parent and the family doctor. Students are not allowed to carry medication on school grounds. If your child requires medication during school hours, a medication form signed by a physician, parent/guardian **and** the school nurse is required. Forms can be obtained from the school nurse. The nurse is able to give a student their medicine only if the required forms are signed and in the student's health record.

## **Communicable Disease [\(Policy- J-52-50\)](#)**

While regular school attendance is important to a quality education, if your child is ill or becomes ill it is in the best interest of your child and the other children if they remain at home. Please notify the school immediately in case of contagious diseases in order for the school to notify the parents of any children that may have been exposed. Any student having a communicable disease may be readmitted only by the school nurse or family doctor.

## **Insurance**

Student accident insurance is available for purchase through the school. It may be beneficial to have insurance coverage for the unforeseen accidents and illnesses. If an accident does occur at school causing injury, it must be reported to the school office.

## **PARENT-TEACHER CONFERENCES**

Penasco Elementary's faculty and staff believe the responsibility of your child's success is dependent on a cooperative Parent/Teacher relationship. We encourage parents to be in continuous communication with their child's teacher throughout the year. In addition, Parent/Teacher conferences are held at the end of the first and third nine-week terms.

## **Positive Behavioral Interventions and Supports-PBIS**

We positively support our Peñasco Panthers take **PRIDE** through being:

- P - Prepared**
- R - Respectful**
- I - Inspiring**
- D - Doing what's expected**
- E - Expected to Succeed**

- Guidelines have been established for Cafeteria, Playground (students sign a contract), Hallway, and Bus Line areas
- Students work with their classroom teacher to develop classroom guidelines
- PRIDE tickets are submitted for a prize drawing when a student is caught doing something positive
- With each Paws Pause and Reflect slip, your child will fill out a form to describe the behaviors, to discuss

expectations

- Accumulation of 2 Paws forms leads to a letter to parents. The 3<sup>rd</sup> slip will lead to loss of a full recess and an office discipline referral.

## Playground Procedures

Our actions are guided by key questions: **Is it safe? Is it courteous? Is it my best?**

- Swing on the Swings (*Without Twisting on Swings, Swinging Sideways, "Underdogging" or Jumping/Leaping From Swings*)
- Play Tag and Two-Hand Touch Games (*Without Tackling, Tripping, Grabbing, Pushing or Shoving*)
- Slide and Climb on Equipment Normally *for the way the equipment is built (Without Sliding Head First, Piling Up, Gathering at the Top in Groups and/or Crashing Into Others on the Slides)*
- Stay in Designated Playground Areas and Courts (*Play in Landscaped Areas and in Supervised Areas, Without Playing On Ramps, OR ON ICE IN ANY AREAS*)
- Toss, Throw and Catch Balls (*And/ or with Any Objects Designed to Throw and Catch; not Wood Chips, Snow, Ice, and/or Any Objects Not Designed to Throw and Catch*)
- Follow Tetherball Rules and Honestly Call Your Own Fouls
- Spin While Sitting Inside the Merry-Go-Rounds (*Without Spinning with Legs Hanging Out, Body Hanging Off of Merry-Go-Round, or Standing Up While Spinning*)
- Play Basketball (*Without Hanging on Rims and Nets, or abusing handles for goal settings*)
- Use Language and Conduct that is Appropriate for School and Be Kind to Others (*Without Cursing, Taunting, Teasing or Otherwise Bullying Others and/or Creating Bad Feelings with my words or actions*)
- Zipline-One person sitting on the zip line and on the platform at a time no pushing or running in front or behind the zipline while being used.
- Merry-go-Round -Maximum of 4 people sitting in the merry-go-around at a time.
- Monkey Bars - Used for swinging on only.
- Tunnels – Used for crawling through only.
- Use age appropriate equipment.

## Hallway Procedures

In an effort to maintain order and avoid disrupting instruction, students should walk quietly and slowly in single file lines with eyes forward and hands at sides. Students will need to follow the PBIS expectations.

## DISCIPLINARY POLICIES

### **Student Discipline** ([Policy J-4600](#))

The purpose of our disciplinary policy is to insure the rights of each student to attend school in a safe, positive and productive learning environment. To that extent, we encourage parents and students to bring concerns to the school using the chain of command.

However, no local school board shall allow for the imposition of discipline, discrimination or disparate treatment against a student based on the student's race, religion or culture or because of the student's use of protective hairstyles or cultural or religious headdresses.

Racialized aggression defined as any aggressive act which can be characterized, categorized or which appears as such to be racial in nature is prohibited. A link to a statewide hotline for reporting such incidents is provided on the District Website located at [penascoisd.com](http://penascoisd.com). Bullying prevention app STOPIT has been implemented by the district for the purpose of reporting such acts.

### **Student Interrogations, Searches, and Arrests**([Policy J-3400 JIH](#))

If student interrogations, searches or arrests are warranted please refer to the linked policy above.

*Adopted:* date of manual adoption  
LEGAL REF.: [32A-4-3 NMSA](#) (1978)  
[6.11.2.10. NMAC](#)

### **DRESS CODE** ([Policy J2361](#))

Student dress should be comfortable, in good taste, and appropriate for the weather. Clothing with alcohol, tobacco, drug symbols, obscenities, sports logos, or gang affiliation as well as inappropriate language or messages are not allowed in school. Parents and students are asked to select clothing that will not cause embarrassment or limit the student's ability to participate in a wide range of activities. Dress code applies Monday-Friday. Exceptions will be determined by the Principal

#### **Dress Code (Kindergarten – 5<sup>th</sup> Grade)**

Be well groomed. This includes bathing, clean clothes, and good hygiene habits

- Wear shoes at all times

Students **must not** wear:

- Skirts, dresses, and shorts of inappropriate length (shorter than your middle finger when arms are outstretched at your side) Halter-tops, tube tops, cut-offs, spandex, tight-fitting attire, or see through tops
- Wear tops exposing midriffs or cleavage
- Sagging pants/shorts; must fit at the waist and be properly hemmed or cuffed (No underwear showing)
- Flip-flops, clogs, and thick-soled shoes that constitute a safety hazard for PE activities
- Clothing, jewelry, patches, buttons or decals with gang/cult related symbols, offensive messages, vulgar language or any message/illustration with drug, alcohol or tobacco products
- Sunglasses, hats or caps in the classrooms or buildings.
- Bandanas or hair-nets on the campus
- Undergarments worn as outerwear
- Legging with tops that fail to reach middle finger length
- Oversized/hanging pant belts (belt must not hang over 4 inches from belt loop)
- Make-up
- Facial or body piercings other than ears-no spike earrings allowed
- Other attire deemed inappropriate by a school representative and administrator
- No writing/marks on hands, arms, faces, necks

Students must follow dress code policy when attending all school sponsored events (ie. Practice, field trips, athletic events).





**RESTORATIVE JUSTICE DISCIPLINE MATRIX**

We at Peñasco Elementary believe that it takes a community to raise a child. It is an effort between home and school, to ensure the best education for our children. It is ultimately the guardians responsibility to ensure their child behaves in school. If a misbehavior occurs we will be using a restorative Justice discipline format. Levels of discipline imposed shall be based on severity of and regularity of misbehavior.

Discipline used for acts of misconduct which interfere with orderly school procedures, school functions, extracurricular programs, approved transportation, cafeteria, or a student’s own learning process will be disciplined by staff involved or may be referred directly to the principal. Failure to correct misbehaviors will result in the following progressive consequences. **The principal has the authority to by-pass any discipline at his/her discretion .**

**Peñasco Independent Schools  
Student Discipline and Intervention Matrix**

<u>Behavior/Offense</u>	<u>Recommended Intervention</u>	<u>Suspension</u>	<u>Referral for Expulsion</u>	<u>Notice to Police</u>
<b>Level I Infractions (Classroom-Managed Behaviors)</b> <b>Level 1 behaviors typically require low-level interventions and will generally be addressed by the staff member supervising the student when the violation occurs. The staff member’s response should teach or re-teach the correct, alternative behavior so that the student can learn from his or her mistake and demonstrate safe and respectful behaviors in the future. Staff members are expected to use a variety of teaching and management strategies.</b>				
Dress code violation	<b>Teachers and staff are expected to complete at least 3 pre-referral MLSS Interventions before an office referral.</b> <ul style="list-style-type: none"> <li>● seat change</li> <li>● teacher/student conference</li> <li>● removal from class to another supervised classroom (short-term)</li> <li>● loss of privileges</li> <li>● detention with teacher</li> <li>● parent/guardian notification</li> </ul>	At administration discretion	No	No
Disruption to the classroom or learning environment.				
Technology violation (i.e. using cell phone in class without permission or misuse)				
Property Misuse				
Failure to follow directions (all grades)				
Cheating				
Disrespect, Defiance, & Non-Compliance				

Physical Contact: inappropriate touching, horseplay, "friendly touching", etc.	<ul style="list-style-type: none"> <li>● parent/guardian conference</li> <li>● parent/guardian accompanying student to school</li> <li>● in-school community service <ul style="list-style-type: none"> <li>● classroom work Detail</li> </ul> </li> <li>● Referral to Nurturing Center</li> </ul>			
Inappropriate Language				
Tardy				
Possessed or used tobacco				

<u>Behavior/Offense</u>	<u>Recommended Intervention</u>	<u>Suspension</u> In-school suspension if available.	<u>Referral for Expulsion</u>	<u>Notice to Police</u>
<p><b>Type II Infractions</b></p> <p><b>Type 2 violations will generally result in interventions or disciplinary responses that involve the school administration. These actions aim to correct behavior by stressing the seriousness of the behavior while keeping the student in school.</b></p> <ul style="list-style-type: none"> <li>● Refer to administration</li> <li>● Admin conference with student <ul style="list-style-type: none"> <li>● Removal from class</li> <li>● Parent communication</li> </ul> </li> </ul>				
Repeated Type I offense	<p><b>Three or more appropriate interventions documented.</b></p> <ul style="list-style-type: none"> <li>● Behaviors documented</li> <li>● exploration of a Functional Behavioral Assessment</li> <li>● referral TBH</li> <li>● referral to SW</li> </ul>	At administration discretion	No	No
Repeated failure to follow directions				
Use of profanity toward adults		1 Day		
Trespassing		1 Day		
Bullying/Harassment Level 1 (teasing, name calling, excluding, giving dirty looks, gossiping)		1 day		
Sexual Harassment Level 1 (verbal, written, or electronic comments that are sexually offensive or degrading)		1 day		

Intentional destruction of school property including graffiti or tagging		1 day		
Possession of firecrackers (non-projectile)		1 day		
False activation of fire alarm		1 day		

<u>Behavior/Offense</u>	<u>Recommended Intervention</u>	<u>Suspension</u>	<u>Referral for Expulsion</u>	<u>Notice to Police</u>
<p><b>Type III Infractions</b></p> <p><b>Level 3 violations will generally result in interventions or disciplinary responses that involve the school administration. These actions aim to correct behavior by stressing the seriousness of the behavior and may result in removal (half-day up to five days) from the school environment as well as education opportunities around the behavior.</b></p> <p><b>Alternative to Suspension (ATS) classes may be appropriate for Level 3 infractions. Level 3 infractions can potentially be placed on a Discipline Plan if their behavior rises to a level of being dismissed from school more than three days.</b></p>				
Repeated Type II	<p><b>Parent consultation and one or more appropriate interventions.</b></p> <ul style="list-style-type: none"> <li>● Discipline Plan</li> <li>● Nurturing Center referral</li> <li>● TBH referral</li> </ul>	At administration discretion	If needed based on infraction and number of infractions	If needed based on infraction and number of infractions
Failure to follow directions when it causes an unsafe situation (4-12) (suspension based on severity for K-3)		At administration discretion	If needed based on infraction and number of infractions	If needed based on infraction and number of infractions

Bullying/Harassment Level 2 (bullying based on race, disability, sexuality, and other protected classes, <u>or</u> pushing, poking, tripping, shoving or making threats)		3 days	If needed based on infraction and number of infractions.	
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Sexual Harassment Level (touching that is uncomfortable, embarrassing, and/or offensive but does not arise to the level of sexual battery)				
Stole or attempted to steal school or private property (not directly from a person but from an unattended location such as a backpack)		3 days		
Possessed, used or sold drug paraphernalia		3 Days		
Engaging in sexual behavior on campus		3 Days		
Caused, attempted to cause, or threatened to cause physical injury to another person (not involving threats re weapons)		3 Days		If force likely to cause great bodily injury or a deadly weapon was involved.
Fighting Level 1 (mutual combat resulting in minor injuries such as cuts, scrapes) or instigating a physical altercation		3 Days		

<u>Behavior/Offense</u>	<u>Recommended Intervention</u>	<u>Suspension</u>	<u>Referral for Expulsion</u>	<u>Notice to Police</u>
<b>Type IV Infractions</b> <b>Type 4 violations will generally result in interventions or disciplinary responses that involve the school administration and Dean of Students. These actions aim to correct behavior by stressing the seriousness of the behavior and may result in removal (half-day up to 365 days) from the school environment, education opportunities around the behavior and/or district level behavior interventions. Due process may occur if referring a student for expulsion, Expulsions can range from one day to 365 days.</b>				

<p>Bullying Level 3 (severe or pervasive conduct, including online conduct, that has a substantially detrimental effect on physical or mental health or as described in 48900(r))</p> <p>Sexual Harassment Level 3 (severe or pervasive conduct of a sexual nature as described in 48900.2)</p>	<ul style="list-style-type: none"> <li>• Parent conference</li> <li>• Referral to outside agency</li> </ul>	<p>5 Days</p>	<p>Expulsion permitted depending on the severity of the situation.</p>	<p>If force used was likely to cause great bodily injury or a deadly weapon was involved . (Note) a sexual battery must be reported to police.</p>
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<p>Possessing and/or using marijuana (with no intent to sell)</p>			<p>Yes pending due process</p>	<p>Yes</p>
<p>Intoxication</p>		<p>3 days</p>	<p>If needed based on infraction and number of infractions</p>	<p>If needed based on infraction and number of infractions</p>
<p>Possession of an imitation firearm such as a BB gun</p>			<p>Yes, pending due process.</p>	<p>Yes</p>

<u>Behavior/Offense</u>	<u>Recommended Intervention</u>	<u>Suspension</u>	<u>Referral for Expulsion</u>	<u>Notice to Police</u>
<p><b>Type V Infraction (Expulsion “Expected”)</b></p> <p><b>Type 5 discipline infractions require a referral for expulsion. The school will consult with the Superintendent and seek a 10-day suspension and refer the student for expulsion to a designated hearing officer.</b></p>				
<p>Committed harassment, threats, or intimidation against a student witness (including gang related behavior)</p>			<p>Expulsion discretionary</p>	<p>Depends on the nature of threats.</p>

Threatening to cause physical injury with a weapon				No unless in possession of a weapon at the time of the threat
Possession of a knife, taser, stun gun, or other dangerous object (brandishing a knife and possessing firearm/explosive listed separately)	Restorative Justice Conference to develop a reentry plan.	Expected, 10 days if referring for expulsion	Expected, unless administrator determines that expulsion should not be recommended under the circumstance or an alternative means of correction would address the conduct.	Yes
Caused serious physical injury to another person except in self-defense (or Fighting Level 3)				If force used was likely to cause great bodily injury or a deadly weapon was involved.
Committed or threatening an assault or battery on a school employee				
Committed robbery (taking property directly from someone)				
Possessing and/or using a controlled substance other than marijuana				Yes
<b>Type VI Infraction (The "Big 5" Offenses)</b>				
Committed or attempted sexual assault or battery	Restorative Justice Conference to develop reentry plans.	Mandatory, 10 days	Mandatory	Yes
Selling a controlled substance				

## **Transportation Rules (Policy E-1950-E-3050)**

Bus disruptions, deliberately or inadvertently interfering with the safe operation of a school bus which is stopped or moving; behaving in a manner adversely affecting an individual or any property on or near the bus itself, at bus stops, or at pick-up areas will result in a discipline referral. Bus drivers have the authority to suspend a student for one trip if necessary.

## **RETENTION AND REMEDIATION POLICY**

It may be recommended that a child repeat a grade because he/she has not mastered competencies or because of excessive absenteeism. The classroom teacher and members of the Student Assistance Team (which includes the parents) will decide if retention is the best solution to serve the student's academic, social, and emotional needs. If your child has been recommended for retention, and you disagree with the decision, a retention form must be filed in the office. You may refuse to allow your child to be retained only one time throughout their school career.

State law mandates that a district-wide Academic Improvement Plan be implemented. Students not meeting the Common Core Standards set forth by the state will be placed on this plan. Should the student not meet the outcomes of the plan, remediation may be considered. Parents will be notified and involved in the planning process.

## **SAFETY**

### **SAFETY PROTOCOLS ARE SUBJECT TO MODIFICATION DUE TO COVID 19 AND STATE AND DISTRICT GUIDELINES.**

A fire Evacuation Plan and Safety Plan is posted in each room. Students should study the plan with their teacher in each of their classes and be familiar with it. When the fire alarm sounds, students will immediately leave the room in a quiet and orderly manner following the prescribed route to clear the building. Students and teachers must report to their designated areas until a signal is given for return to the classroom. Lock down procedures may be called for a variety of reasons. During the process of a lock down, students and staff are utilizing systems and procedures that keep students safe and out of harm's way. Some lockdowns are called to practice and others are called for in a non-emergency environment when we need to keep students out of common areas. Communication regarding the nature of lockdowns may not be communicated to parents depending on the circumstance. In addition, please be aware that the entire campus may be locked and access may be denied.

#### **Do's and Don'ts for parents during lock-downs.**

Do – Call (Only for emergency), trust that teachers and staff are doing their best to keep children safe.

Don't – Come to school, call the elementary office, call Student's cell phones.

#### **Emergency Disaster Plan (Policy E-0550)**

The school has an Emergency Disaster Plan outlining specific evacuation procedures for certain conditions. Evacuation or Shelter in Place drills will be ongoing throughout the year.

#### **School Delays and Cancellations (E-0750 and E-0761)**

In case of bad weather, delayed start, or cancellations, information may be obtained from the following:

KTAO 101.5 FM / 758-8882 Taos  
KDCE 950AM / 753-2201 Espanola  
KRQE-TV / Channel 13  
KOB-TV / Channel 4  
KOAT-TV / Channel 7  
Facebook: Peñasco Independent School District  
www.penascoisd.com  
Or call: 575-587-2502

Early dismissal occurs when emergency conditions such as the impending approach of unsafe driving conditions or loss of heat or water for an extended period of time occur. We urge you to instruct your child as to what to do in such an emergency. It is not possible for every child to try and contact his/her parent/guardian from school when the announcement is made. We will contact parents/guardians in such a case. Please make sure we have phone numbers of responsible persons who can be home or pick up your child in case of emergency. The school is not authorized to dismiss school early unless so directed by the Superintendent or designee.

## **Closed Campus**

In order to provide the necessary protection and safety for your child, we have a “closed campus” as set by Board policy. Please keep the following rules in mind:

- Once students arrive at school, they must remain on campus until school is dismissed.
- Students may not ride another student’s bus or in another parent’s vehicle without first securing permission from the Principal. Parental notification must be in writing.
- Students checking out during school **MUST HAVE PARENTS COME IN TO THE OFFICE AND SIGN OUT THE STUDENT FOR PROPER RELEASE FROM CAMPUS**. Parents, guardians, or designee must report to the office to pick up their child and will be asked for identification.
- Any students having to walk home or to after school activities will need a written request from the parents authorizing the school to allow the student to walk off campus.
- Students are expected to be in their classrooms by 8:00 am.

## **Students must not be dropped off by parents/guardians or left unsupervised before 7:30 a.m.**

Once a child arrives on campus, he/she will not be allowed to leave again until they are picked up by a school bus, parent or guardian. Exceptions to this policy may be granted by the Principal on an individual basis.

## **Release of Students to Parents/Guardians**

Our students’ safety and wellbeing is very important to us at Peñasco Elementary School. Each time you come to school for any reason you **MUST** sign in at the office and pick up a visitor’s pass (even if you come to school every day). Driver’s licenses or alternative IDs must be scanned and kept on file.

## **Restraining Orders**

**If a student’s parent or other person is not allowed to have contact with the student, or is restricted from picking up a child, a court order must be filed in the principal/secretary’s office. Please keep this information current.**

## **Search for Safety**

The school reserves the right to search a student’s cubby, backpack, desk, or person when we have a reasonable basis to believe that a search will result in the finding of evidence dealing with gross disobedience, misconduct, or compromising the safety of others.

## **Visiting School ([Policy J-6511](#))**

A parent’s visit to their child’s classroom is welcomed and encouraged. When visiting, please adhere to the following procedures:

- Call the classroom teacher in advance to arrange a day and time for a visit in order to avoid any conflicts with the school schedule, and not interrupt the academic environment.
- Report to the school office upon arrival to sign in, state the purpose of your visit and receive a visitor’s sticker.
- Students from other schools are not allowed to attend classes at Peñasco Elementary School for visitation purposes.
- Visitors/students **are not to bring pets** to school for any reason as they cause disruption in school activity(ies). Service animals performing their duties are allowed.
- To minimize disruptions to the instructional day, students will not be called out of class for delivery of food/snacks, money, uniforms, or for any other non-emergency reason.
- When volunteering within the classroom, we ask that parents refrain from bringing any siblings or other family members as it causes a disruption in instruction. If you plan to volunteer within the classroom, a proof of background check is required.

## **Student Sign Out**

Our instructional day starts at 8:00 a.m. and ends at 3:15 p.m. Parents and visitors are asked to avoid interruptions to the educational process during the school day. Parents should not sign students out unless it is an emergency. Please schedule doctor’s appointments after school or Friday’s when possible. If signing your child out for an appointment,



please:

- Present proof of appointment
- Parents must request student dismissal in the office and are not allowed to interrupt instruction (teachers will not release a student without notification by the office); students will report to the office for dismissal
- Do not send a student, sibling, or relative under the age of 18 to sign out or pick up a student

### **Student Drop off and Pick-up**

**(AM )In the morning, please drop your students off through the parent drop off (left lane), please do not go through the bus lane (lane closest to the school-right lane).**

**(AM) If you wish to come in through the back gate, you must park in the lot between elementary and gym. You will be responsible for walking your child to the drop off area.**

**(PM) If you would like to pick up your child please park in the lot between the elementary and gym. It will be your responsibility to walk your child to your vehicle.**

**(AM/PM) For the safety of ALL of our students please DO NOT enter past the chain link fence, you will be asked to wait outside the fence.**

**(AM/PM) For ALL students' safety, please do not jump the line. We do not want an accident with any of our children.**

**(PM) For the safety of ALL students, please do not call your children across the parking lot. Staff have been directed not to let them go. It is your responsibility to exit your vehicle and walk across the designated cross path to pick up your child.**

Parents and Guardians, please :

- Keep authorization to pick up students current
- Do not request that relatives or friends under the age of 18 pick up students
- **Wait for students in the designated areas**

### **Transportation**

It is essential that your child be at Peñasco Elementary School by 7:55 a.m. and in their classroom by 8:00 a.m. Thank you for getting students to school on time. The opening of the school day is critical to instruction. **If you drive your child to school, please do not drop your child off prior to 7:30 a.m.** We do not have the personnel available to look after your child until 7:30a.m. Careful and slow driving is critical around the school campus and all safety regulations must be followed.

Teachers, staff, parents, and visitors must always use designated parking and pick-up areas. Bus services are available for students who live a considerable distance from school. Parents must provide a written request directed and approved by the office in order for a child to board a different bus. The bus drivers are responsible for providing safe and efficient service. The students are responsible for maintaining safe behavior on the bus and at bus stops so the driver can concentrate on driving. **SCHOOL BUS TRANSPORTATION IS A PRIVILEGE THAT MAY BE WITHDRAWN FOR INAPPROPRIATE BEHAVIOR.**

The bus driver cannot focus on the road when students are not following rules. Please discuss the rules and consequences of breaking the rules with your child. We appreciate your support in communicating with your child what the expected behaviors are when riding the bus.

### **Drug and Alcohol Use by Students [\(Policy K-1750 KFAA\)](#)**

The nonmedical use, possession, distribution, delivery or sale of drugs or counterfeit substances on school property or at school events is prohibited. *Nonmedical* is defined as “a purpose other than the prevention, treatment, or cure of an illness or disabling condition” consistent with accepted

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practices of the medical profession. Students in violation of the provisions of the above paragraph shall be subject to removal from school property and shall be subject to prosecution in accordance with the provisions of school rules and/or regulations. Students attending school in the District who are in violation of the provisions of this policy shall be subject to disciplinary actions in accordance with the provisions of school rules and/or regulations.

For purposes of this policy, “drugs” shall include, but not be limited to:

- All dangerous controlled substances prohibited by law.
- All alcoholic beverages.
- Any prescriptions or other-the-counter drug, except those for which permission to use in school has been granted pursuant to Board policy
- Hallucinogenic substances
- Inhalants.

Any student who violates the above may be subject to warning, reprimand, probation, suspension, or expulsion, in addition to other civil and criminal prosecution.

### **Tobacco use by students ([Policy J-3000 JICG](#))**

The possession or use of tobacco products is prohibited in the following locations:

- School grounds.
- School buildings.
- School parking lots.
- School playing fields.
- School buses and other District vehicles.
- Off-campus school-sponsored events.

The superintendent may establish procedures necessary to implement this policy. Disciplinary penalties for the possession or use of tobacco or similar products may include, but are not limited to, suspension of the student from school or a recommendation for expulsion when there is evidence of repeated and continuous violation of this policy.

### **Parking Lot**

It is extremely important that students not walk through the parking lot on the way to or from school. We are also asking that parents be very careful when they pick-up students after school. Parents must not congest the driveways or block sidewalks. Everyone is being asked to help with this safety issue. Please adhere to designated drop off areas for the safety of students. The bus area is not a drop-off or pick-up area. Parking in the bus pick up/ drop off area is prohibited.

### **Designated Pick-up and Drop-off Areas**

For the safety of the children it is important to **pick-up and drop-off only in designated areas**. These areas include the in front of the intermediate playground. Buses drop off/pick up is near the cafeteria. Students’ safety while going to and from school is important to parents and school personnel alike. **If your child walks to or from school, a signed letter of permission must be submitted to the office.**

### **Anti-Bullying Policy ([J-46-11/ -R-J3600](#))**

Peñasco Elementary School believes that providing an educational environment for all students, employees, volunteers and families free from harassment, intimidation, or bullying, suppo(J-46-11/JK-R-J3600-JIII-rt) a total learning experience. This environment promotes personal growth, healthy interpersonal relationships, wellness, and freedom from discrimination and abuse. Therefore, harassment, intimidation and bullying are forms of dangerous and disrespectful behavior that will not be tolerated.

“Bullying” is any repeated and pervasive written, verbal or electronic/cyber-bullying expression, physical act or gestures, or a pattern of behavior 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, harassment, hazing, intimidation or menacing acts of a student which may or may not be based on the student’s sex, race, color, ethnicity, religion, national origin, age, disability, or sexual orientation.

### **Reporting Intimidation, Harassment, or Bullying Behavior**

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 act.

The report may be made to any staff member, teacher, and lastly school principal. The staff member will assist the student in reporting to the teacher and then principal.

Teachers and other school staff who witness acts of bullying or receive student reports of bullying are required to promptly notify designated staff.

Reports should be done in writing by using the **Formal Bullying Complaint form**. A copy of this form will be submitted to the principal or designee.

The school principal or his/her designee is **REQUIRED** to accept and investigate all reports.

The Principal or designee is **REQUIRED** to make a reasonable effort to notify the parent or guardian of a student who commits a verified act of intimidation, harassment, or bullying and consequences that may result from further acts of bullying.

Retaliation against an individual, who either orally reports or files a written complaint regarding harassment, intimidation, bullying and hazing, is prohibited.

The right to confidentiality for both the complainant and the accused shall be preserved whenever possible. Confidentiality, however, cannot be guaranteed at the onset of an investigation as it cannot be predicted what will be discovered or what kind of hearing will result.

If harassment or bullying continues, the (alleged) aggressor will be immediately suspended and removed from the school, pending a long-term hearing.

Bullying prevention app STOP IT has been implemented by the district for the purpose of reporting such acts.

### **Special Education Services** ([Policy, I-2350](#) and [I-2400](#))

Special Education students, Special Education procedure and/or protocol will be followed. IEP and/or behavior management plan will also be consulted as a determinant for consequences and for interventions to address the issue.

To the extent permitted under the Family Educational Rights and Privacy Act (FERPA), school staff is **REQUIRED** to make a reasonable effort to notify the parent or guardian of a student who is a target of bullying and the action taken to prevent any further acts of bullying.

For the safety and learning environment of PES, expectations run high for student behavior and conduct. With the goal of maintaining order and a supportive learning environment, students are asked to:

**Keep a supportive and positive attitude at school, and school-sponsored events.**

**Exercise Self-Control**

**Respect the Rights and Feelings of Others**

**Take Responsibility for School Property, and safety of school property and others present.**

**Support the Learning Process**

### **GENERAL INFORMATION**

1. Label personal items brought to school.

2. **Always notify the office of changes in phone numbers, addresses, and contact persons.**
3. If you are moving from the district, let us know several days in advance, so that personal material can be gathered to take along on the last day.
4. Feel free to talk with your teacher and Principal as often as needed to be successful.

#### **Damaged and Lost Books ([Policy I-5250](#))**

Our primary objective is to have usable books for the next school year and hold students accountable for blatant and negligent abuse of textbooks. Students are responsible to pay for books that are damaged or lost at the following rate: 100% of cost at one year old, 75% two years, 50% three years, etc. Books are numbered for student convenience and record keeping. It is advantageous for students to know their book numbers and to note the numbers for future references. When students withdraw from school, they must return their books to the issuing teacher in order to clear their record. Students must sign for all issued textbooks.

#### **Delayed Schedule**

A delayed schedule may be announced due to severe weather and hazardous road conditions. During a delayed schedule, buses may run 1 or 2 hours late. Listen to radio stations KTAO, KXMT, or TV station channels 4, 7, or 13 for information concerning school delays or closures.

#### **Student Records**

Parents or legal guardians have the right to access any school records relating to their own child. To review your child's records, parents must make arrangements with the Principal or Counselor. Other individuals or agencies wishing to review a student's records must have written approval by the parent prior to reviewing the records.

#### **Withdrawals**

Withdrawals from school will be handled by the office. Parents must contact the office in advance when a student must be withdrawn. A parent/guardian is responsible for letting his/her classroom teacher know the date of the withdrawal. Withdrawal forms are available in the Principal's office and need to be completed by the classroom teacher and activity teachers. Students must pay for lost books or any damage not caused by normal wear. Student's records and report cards will be withheld until losses or damages are paid.

#### **Report Cards and Progress Reports ([Policy I-6800](#) and [I-6900](#))**

Parents/guardians receive the following communication throughout the school year regarding their student's progress:

- Progress Reports notify parents that their child is failing or in danger of failing. They are sent home at mid-quarter. Academic information can also be accessed through the PowerSchool parent portal, contact the elementary office on instructions to access this service.
- Report cards are issued at the end of each quarter.
- Letters recommending retention are sent home during the 3rd Quarter with a definite decision at the end of 4<sup>th</sup> Quarter. Parents receiving such letters will be asked to attend a conference with the teacher, counselor and principal.
- Parent/guardians conferences are held at the end of the **first and third** quarter. **Parents/guardians must meet with teachers before the report card is released.**
- Parents/guardians will also have daily access to student academic progress and attendance on PowerSchool [www.penascoisd.com](http://www.penascoisd.com)

#### **Parent/guardians Involvement ([Policy K-0150](#) / [Policy Section 8.5](#) & [Policy C-1350](#))**

Family and Community are encouraged to become partners with school staff to serve the best interest of their student(s). There are many ways in which parents can work together for the success of their child's education. Parents may participate in classroom observations and presentations; attend Parent/Family Institutes; chaperone school-sponsored field trips; volunteer with student associations; and visit regularly with teachers. (Parents/Guardians are expected to follow all school rules and not interrupt the academic environment.) For the safety of all students, parents visiting the school must obtain a visitor's pass from the principal's office. Should you have any questions or concerns, please feel free to contact the site principal. We highly encourage parents / guardians to join our Elementary Parent Advisory Council (PAC).

**STUDENT CONDUCT/BEHAVIOR Handbook will be discussed and given to parents/students as a separate document at the beginning of the school year.**

**Student/Parent Complaints** ([Policy J-3600 and K-1350](#))

A student or parent who has a complaint should first bring the matter to the attention of the teacher. If the outcome is not resolved, a conference with the principal can be requested. If the outcome of this conference is not resolved a conference with the Superintendent or designee can be requested within 3 calendar days following the conference with the principal. If the outcome of this conference is not satisfactory, the student or parent may request to appear before the Board of Education, in accordance with Board Policy. We expect parents to follow the chain of command. Forms may be obtained from school administration.

We believe that most matters can be settled in conversation among the parent, student, teacher, and principal. A complaint will not be considered at an upper level unless the parent or student has discussed the matter at the school level, and the principal has had at least four workdays to seek a satisfactory resolution.

**Complaint/Grievance Procedure** ([Policy J-3611 and J-3632](#)) **Due Process** ([Policy J-2050](#))

If a complaint, grievance, or due process may arise <sup>1</sup>please refer to linked policies above.

\*\*\*\*\*

# Peñasco Elementary School

13 School Road, Highway 75  
NM 87553



## RECEIPT OF HANDBOOK

2023-2024

I have reviewed a copy of the 2023 - 2024 Parent Student Handbook and understand the policies and guidelines.

Student Name \_\_\_\_\_ Signature \_\_\_\_\_

Parent Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date: \_\_\_\_\_

Teacher Name \_\_\_\_\_

**PLEASE RETURN TO YOUR CHILD'S CLASSROOM TEACHER BY THE THIRD DAY OF SCHOOL.**





## PEÑASCO INDEPENDENT SCHOOL DISTRICT CHROMEBOOK & CHARGER LOAN AGREEMENT

Student's Name Grade

Email Phone #

Date School Site

### Technology Information

Make Model

PISD Tag # Chromebook Serial #

**A PISD Chromebook is being loaned to the borrower for academic purposes. The student/parent/guardian is responsible for any damage or lost chromebook.**

- Students may not deface or destroy this property in any way.
- All uses of this chromebook must be used for educational purposes. Inappropriate material on the chromebook may result in the student losing their right to use this chromebook. • Students must be responsible for maintaining the equipment/software in working condition while it is in their possession.
- I agree and understand that if the chromebook and charger are stolen, vandalized, misplaced, destroyed, etc. that I am responsible and will reimburse (pay) the PISD the amount required to replace or repair the equipment.
- I understand that all files stored locally will be deleted upon return of the device. • I agree to return this equipment in the same working condition as I received it. • The chromebook & charger will be returned to the school on or before **May 30, 2024**.

Date	Print Parent Name	Parent Signature

<b>Date</b>	<b>Print Student Name Student Signature</b>
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# Peñasco Independent School District

## 2023-2024

### School Calendar

July 23						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 23						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 23						
Su	M	Tu	W	Th	F	Sa
		1	2			
3	H	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 23						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 23						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	H	H	24	25
26	27	28	29	30		

December 23						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	H	H	H	H	29	30
31						

January 24						
Su	M	Tu	W	Th	F	Sa
					4	5
6	H	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 24						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 24						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	H	H	H	H	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 24						
Su	M	Tu	W	Th	F	Sa
					4	5
6	H	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 24						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	H	28	29	30	31	

June 24						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

**160 Instructional Days**  
 Start time 8:00 am End time 3:45 pm  
 Oct 12 End of Q1  
 Dec 21 End of Q2  
 Mar 7 End of Q3  
 May 30 End of Q4  
 May 25th Graduation

☺ First Day of School  
 ☆ Last Day of School  
 ☐ Half Day for Students AM  
 ☐ Parent/Teacher Conferences PM

**H** Holiday - District Closed

**Holidays**

- Sept 4 - Labor Day
- Oct. 20 Half Day for Students
- Nov 22-24 Thanksgiving Break
- Dec 22 - Jan 3 Winter Break
- Mar 11-14 Spring Break I
- Mar 28 Half Day for Students
- Apr 1 - Spring Break II
- May 27 Memorial Day