



**SAN JON  
MUNICIPAL  
SCHOOLS**

**SAN JON ELEMENTARY**



## SAN JON SCHOOL CITIZENSHIP FOR ELEMENTARY STUDENTS

The rules of San Jon Elementary are designed to help us all become law-abiding citizens with appropriate social behaviors. We can only play the game of life when everyone knows and respects the rules by which we must play. This list will help us understand what is expected of the children and support each other in their enforcement.

1. The playground is a place for fun. It is not fun when students are hurt and get into trouble by fighting or verbally abusing each other. Fighting, physical or verbal abuse does not solve any problems and will not be tolerated.
2. The school's primary function is education, and students must learn to accept responsibility for themselves and their work.
3. Students should treat others as they would want to be treated themselves.
4. The duty supervisor is in charge.
5. Truthfulness is absolutely important; for without honesty, we cannot identify the problem, let alone solve it. When we are honest about our actions, we are taking the first step toward accepting responsibility.
6. "Two wrongs do not make a right." We should not rationalize that it is fine to commit a wrongful act just because someone else has done that particular wrong and gotten away with it.
7. Vandalism and graffiti are too costly for all. Our school buildings, textbooks, and equipment cost the taxpayers to construct, purchase and maintain. Students who destroy or vandalize school property will be required to pay for losses or damages. If a student should happen to damage something by accident, he/she should report it to a teacher or to the office immediately.
8. Courtesy and respect for others in communications and actions are important in learning self-control. Rudeness, name calling, and obscene gestures or language will not be tolerated. There will be no back-talking or sassing of school personnel. Respect and courtesy are much better learned when practiced daily.
9. Students may not bring visiting friends and relatives to classes as guests; this interferes with the educational process.
10. School is not the place for radios, music boxes, cell phones, hand-held computerized games and toys, etc. Toys of any kind are not allowed. Play equipment will be provided by the school.

Patience, understanding and tolerance are good characteristics for us to use in working together. Teachers do not speak in a derogatory manner about parents in front of a student, and parents should have the courtesy to also be kind about others. Parents and teachers must work together in order to be successful. We do not want children to pit parents against teachers or teachers against parents.

## ASSEMBLIES, BALL GAMES, PLAYS, ETC.

At all times the student's behavior should be respectful and courteous. An indication of the cultural level of the school is the conduct of its student body at public gatherings. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Remember that a child's behavior reflects on the parents, the school, and the community.

## ATTENDANCE PLAN

### **NEW MEXICO COMPULSORY ATTENDANCE LAWS:**

New Mexico's Children's Code provides that if a student with five (5) unexcused absences within a school year is a student in need of early intervention and one with ten (10) or more unexcused absences within a school year is "habitually truant." N.M.Stat. Ann. 32-A-3A-2(A)(1) and 32A-3R-2(A). A child who is permitted by his or her parents to be chronically truant may also be a "neglected child." Id. 32A-4-2(C)(2). State law requires the schools to report violations of the compulsory school attendance laws to the juvenile probation office. Violations of the compulsory school attendance laws can subject parents to criminal sanctions as provided by New Mexico law. The intention of the San Jon Public School District is to eliminate the truancy problem; therefore, the attendance secretary will file all truanancies with Magistrate Court, Juvenile Probation, and the Parole Office as allowable under the New Mexico Compulsory Attendance Law and the Habitual Truancy Law, HB 106.

1. Notification to school:
  - a. Phone calls and emails will be accepted
  - b. Parent written notes shall be brought to school either the first or second day back.
  - c. Absences will remain unexcused unless the office is provided with parent notification.
  - d. All parent written notes shall include the following:
    - Name of student
    - Date(s) of absences
    - Explanation of absence
    - Parent signature and date
    - Medical documentation when applicable
2. Parent written notice will apply to one of the conditions below for a student absence to be considered excused:
  - a. Personal Illness
  - b. Family Illness
  - c. Death of a relative; friend
  - d. Observance of religious holiday
  - e. Emergency
3. General Guidelines (Truancy)
  - a. A student may have no more than ten unexcused absences per year
  - b. On the third unexcused absence, written notification will be mailed to parents.
  - c. On the fifth unexcused absence, written notification will be mailed to parents.
  - d. On the tenth unexcused absence within a school year written notice of the habitual truancy shall be given by regular mail to the parent or guardian of the student for a mandatory meeting to discuss intervention strategies. Any ensuing unexcused absences after written notice of habitual truancy will be referred to the Juvenile Probation Office.
4. Extended Illness- Parent shall contact school principal immediately to discuss individual situations and appropriate plans. Extended illness is defined as 3 or more consecutive days and must be verified by a HealthCare Provider.

5. School Specific Considerations

- a. Tardies and absences are treated separately.
- b. Absences due to school sponsored or school approved, and subpoenaed court appearances are counted as days of school attendance; however, students are limited to 15 days of extracurricular activities per semester.
- c. A student who is absent for ten consecutive days without parent notification will be dropped from the attendance records.

**A. Suspension Days**

Days of suspension are counted as unexcused absences.

**B. Record Keeping**

The student and their parent(s)/guardian(s) are responsible for keeping track of their student(s) absences. If at any time the student feels that the attendance record is in error, then they may request a review. It is recommended that students keep track of absences in their agendas.

**C. Leaving School**

If student(s) are to leave the school during the school day, their parent(s)/guardian(s) must give permission to do so by a phone call or personal contact coming to sign them out. Signing a student out does not excuse them. Students will still need a written letter to be turned in to the attendance office upon returning to school. An unverifiable signature on the sign-out sheet is not acceptable for leaving campus. If parent(s)/guardian(s) are going to be out of town, they should give their consent for students to check out of school prior to leaving town. However, a parent may not give permission to a student to check out if the student has reached the ten (10) day limit in any one of his/her classes without verification of a doctor's appointment. Failure to comply with this policy will make the student(s) truant and a referral to the Magistrate Court of Juvenile Probation and Parole Office will be filed.

**D. Tardiness**

A student is tardy when he/she is not in the classroom when the tardy bell rings. The student will report immediately to class and will be indicated on the teacher's absentee report as tardy. If a student is ten (10) minutes or more late he/she will be reported absent. Any student who accumulates four (4) tardies in a semester will be subject to discipline. Parents will be informed in writing of any disciplinary action to be taken.

**CHAIN OF COMMAND**

If you have a school-related concern, please have the courtesy to contact your child's teacher first. If this does not alleviate the problem, the next link would be the Principal, Superintendent, and then the Board of Education. Hopefully, by working together, problems of this sort will be kept to a minimum.

**CHECKING OUT**

A phone call or personal contact between parents and the Office is necessary before a student can leave school during the day. All students must be signed out in the Office before leaving school.

### CLASS PARTIES/FIELD TRIPS

Preschool classes through Fifth grade will have four holiday parties each year: Halloween, Christmas, Valentine's Day, and Easter. The classroom teacher will be in charge of the party in his/her own room. Please contact your child's teacher to help with these activities.

Parents/guardians and pre-school or younger siblings are invited to come join in the fun with your child and his/her class. Since parties are for specific grade levels, school age siblings will not be permitted to attend parties.

- Class field trips for underclassmen shall be confined to Quay County, with lakes and rivers off limits.

### DISMISSAL

All elementary students will be dismissed at 3:50 p.m. Students may be picked up at the classroom. Those leaving with parents in cars need to go to the front of the school or by the south door entrance by the busses. A teacher will assist children crossing the street. Students going to the bus should immediately get on the bus when dismissed. The buses leave at 4:00 p.m. Students who ride with an older student will remain with assigned teacher until picked up. Please note, if parents park in the south parking lot they cannot leave until after the buses have left the school property.

After 4:00 p.m. hallways will be closed. If books or personal items are needed from the classroom, they must be retrieved before 4:00.

Pre-School students may be picked up at the room or by the parking lot at the south end of the school building.

### DRESS CODE

San Jon School hopes students will take pride in their clothing and appearance in order to create an atmosphere of learning and to minimize disruptions attributable to personal appearance, conduct, grooming, hygiene, and attire. We wish to foster an attitude of respect for authority and to prepare students to enter the work place, where rules regarding dress, conduct, and appearance are frequently encountered. Parents should use discretion, take the weather into account, and encourage their child to dress accordingly. Dresses, skirts, and shorts may be worn as long as they are acceptable in appearance and no shorter than 4 inches above the top of the knee. Shorts should be worn under dresses for playing and P.E. class. Shoes or boots must be worn at all times. For safety reasons, open-toed shoes and high heel shoes are not allowed. Sleeve-less shirts are not allowed. Students are not permitted to wear articles of clothing advertising alcohol, tobacco, or phrases that contain vulgar or obscene words or pictures at any time in school or at any activity. No caps or hats are to be worn inside the building by either boys or girls, with the exception of dress-up days. Final acceptability will be left to the discretion of the Administration and/or teacher.

Because fashions are very diverse in today's society, not all contingencies could possibly be covered in this handbook. Therefore, the administration reserves the right to make determinations as to the proper dress attire on an individual basis.

### ELECTRONIC DEVICES

Cell-phones, Video games, CD players, iPods, iPads, MP3 players, or any other electrical devices are not permitted at school. If brought to school, device will be taken from students, turned into the front office, and parent/guardian will have to pick them up there.

### FIRE DRILLS

When the Fire Alarm sounds, the building should be evacuated immediately. Please follow the steps listed below:

1. Students and teachers should turn off lights and close windows and doors as the room is evacuated.
2. Leave books and supplies in the classrooms.
3. Each class should form a single line to avoid hall congestion.
4. Proceed to the nearest exit in an orderly manner.
5. Return to class when the alarm sounds.

### GRADING SYSTEM

San Jon School has a nine (9) week grading system. Report cards will be sent out with students on Wednesday after the grading period has ended.

A = 90-100      B = 80-89      C = 70-79      D = 60-69      F = 0-59

### HOMEWORK

Homework is assigned to teach a child responsibility and good work habits. Also, this keeps you current with the learning tasks of the classroom, and you can see for yourself how well your child grasps the concepts being taught. Further, this is your opportunity to reinforce work habits and show your support of the school and classroom teacher. Homework is not an attempt to shift the teacher's workload onto the parent. Kept in proper perspective, it is an excellent way of communicating with parents the work that is taking place in the classroom. Teaching your child to be responsible for his/her own homework, going over the concepts with your child, and setting aside time in which to accomplish this task will benefit both child and parent. Students must be taught responsibility early in order to be productive, contributing adults in society. Failure to take responsibility for homework and class work warrants corrective action.

### HONOR ROLL

The Honor Roll will be divided into two (2) categories for fourth and fifth grade.

"A" Honor Roll will consist of students having "A's" in all core classes

"AB" Honor Roll will consist of students having a "B" or above in all core classes.

Students must be on the "A" honor roll all nine-week grading periods in order to qualify for the end of year "A" Honor Roll Award. The above applies to the "AB" Honor Roll as well.

The Honor Roll will be compiled at the end of each grading period and proper recognition given to students earning the honor.

### IMMUNIZATIONS

It is the responsibility of the parents to provide the school with a complete record of shots. Please bring the record of additional booster shots taken during the year to the office so they may be recorded. If the records are not up to date, school enrollment/attendance will be denied.

### INCLEMENT WEATHER

It is important that our school operate on a regular schedule, but it is more important that our children's safety be considered at all times when decisions must be made about closing school or delaying the start of the school day. The closing of school will be announced by our local radio station, Albuquerque and Amarillo television stations, posted on the school website ([www.sanjonschools.com](http://www.sanjonschools.com)), a message will be recorded on the school telephone system, and a text-messaging system for those who sign up.

### LIBRARY

Each elementary student will be visiting the library and is allowed to check out 1-2 library books for a period of 2 weeks. If books are not returned, a fine will be imposed. The fine is \$.05 (5 cents) per day. The fine will be for grades 4 and 5 only. Report cards will not be handed out until the fine is paid.

### MAKE-UP WORK

A student will have the same number of days to make up work as days missed. The student must be the responsible party in making up missed work. Failure to complete make-up work in this time frame will result in corrective action, loss of credit of the work, or missed play time to complete work.

### MEDICATION

Students taking a prescribed medication by an authorized physician must notify the school nurse and the teacher. Please notify the school nurse of daily medications with directions and permission in writing. The school will dispense no other medicine or aspirin at any time unless the school has written permission from the student's parent(s) or guardian(s). Students are not to administer medicine to themselves at school.

### PERMISSION TO LEAVE SCHOOL DURING THE SCHOOL DAY

We want to be responsible for your child, and the only way that we can achieve this is to have communication with parents. Please send a note if you will be picking up your child early so we can have him/her ready and be prepared for homework assignments. Remember that all children must be checked out through the office. Notify your child's teacher in writing when any one other than you has permission to pick-up your child from school.

\*\*\*Please keep in mind that missing any school time keeps your child from receiving a perfect



attendance award.

### PERSONAL ITEMS

Please mark student's personal items clearly with a permanent marker. This will help us identify the owner of lost items. Students have many identical items, and they naturally lay them down somewhere when they do not need them. This is a common occurrence, and it becomes very difficult to identify lost articles.

### **Loss of personal property**

The school cannot be responsible for the loss of personal property. Students should not bring money to school. If it is necessary to do so, please check the money into the office. Please do not leave clothing, books, or other property in halls, restrooms, or classrooms. The school cannot be responsible for lost, stolen, or broken items!!

### PLAYGROUND RULES

- ONLY 1 STUDENT ON THE TOP OF THE SLIDE AT A TIME; SIT WHEN GOING DOWN.
- NO RUNNING UP THE SLIDES
- NO PUSHING IN THE SWINGS
- NO JUMPING FROM THE SWINGS
- ONLY 1 STUDENT SEATED ON TEETER TOTTER AT A TIME
- NO SHOVING, PUSHING, OR HITTING ANY TIME
- USE JUMP ROPES FOR JUMPING ROPE ONLY
- NO TACKLE FOOTBALL
- DO NOT LEAVE THE PLAYGROUND WITHOUT PERMISSION.
- NO THROWING ROCKS OR DIRT

### **CONSEQUENCES:**

**Minor:** time at the wall or fence

**Chronic:** loss of privileges

**Major:** report to the office.

### SAFETY PROCEDURES DURING VIOLENT STORMS

In the event of an emergency of a violent storm or tornado, the safest place in the building is in the classroom away from windows, with all doors open - not in the foyer or gymnasium.

Teachers will escort students to the safest nearby place. Everyone should sit by a heavily braced wall while covering his/her head and neck with a large book or desk. Everyone should stay in his/her assigned area until instructed to leave.

### SCHOOL BUS REGULATIONS

- OBEY THE BUS DRIVER
- TAKE YOUR SEAT QUICKLY.
- KEEP THE AISLE CLEAR.



- GET PERMISSION TO OPEN WINDOWS.
- DON'T THROW THINGS
- NO HORSEPLAY, USE QUIET VOICES
- BE SEATED WHEN THE BUS IS IN MOTION

### SCHOOL DAY

The school day begins at 7:55 a.m. and ends at 3:55 p.m. Bus students should not arrive before 7:30 a.m. or town students before 7:40 a.m. Teachers arrive at 7:30 a.m. Breakfast starts at 7:30 a.m. After students eat they are to go to the old gym until school starts.

### SCHOOL SUPPLIES

A supply list will be given to each student. Students are required to maintain supplies on the list throughout the year.

### SEARCH AND SEIZURE

Any certified school personnel or school bus driver may conduct a search of a student's person, his/her personal effects, or school property assigned to that student if they have reasonable suspicion. Lockers and automobiles on campus will be searched by certified personnel and only with reasonable suspicion.

### TOBACCO, ALCOHOL, AND DRUGS

Students are not allowed to use or possess tobacco, alcohol, or drugs on campus or at any school function.

### USE OF THE TELEPHONE

Students should use the school phone for emergencies only. This is a business phone. Students will not be calling for forgotten swimming suits or snacks. They need to become responsible for bringing all items to school. Pupils are not allowed to call for permission to go to a friend's after school. This should be taken care of before they come to school. Messages will be taken and delivered for urgent situations. Only in extreme circumstances will a student be called from a class for a phone call. Students are allowed to use the phone in emergency situations only with approval from their classroom teacher or the Office.

### VISITORS

ALL adults/parents must check in with the Office. Preschool aged children are not allowed unless in the company of an adult.

When entering a classroom, please knock and wait for a response to that knock rather than entering unannounced. Please confine school visits to school business. Parents waiting to pick up their children after school should wait in the hallway or outside the building.