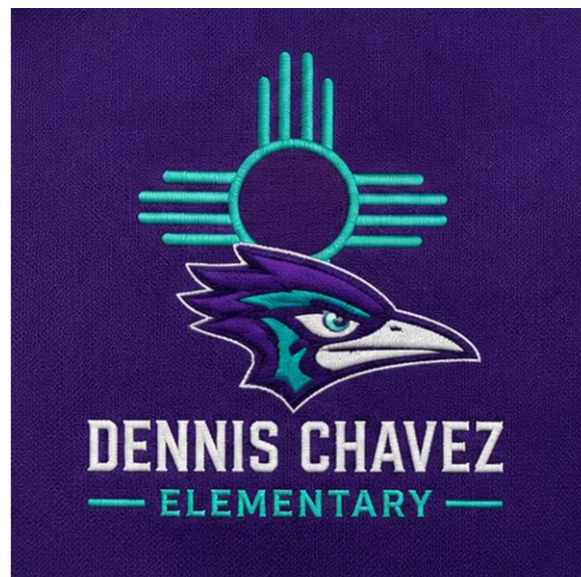


Dennis Chavez Elementary School

Student Manual

2026-2027



Driven by
Commitment to
Excellence

MISSION STATEMENT

The Dennis Chavez Elementary community is committed to the continuous development of responsible, productive, educated citizens who are college/career ready.

VISION STATEMENT

The **DCE Team** will work collaboratively to provide a caring environment and an atmosphere of mutual respect. Students will acquire academic skills through engaging in research-based curricula to reach their full potential.

DAILY BELL SCHEDULE

MORNING SCHEDULE

8:30	Drop Off	Breakfast served.
8:45	Tardy Bell	

LUNCH SCHEDULE

Pre-K & Kindergarten	11:00-11:35
1 ST & 2 ND Grade	11:25–12:00
3 RD & 4 TH Grade	11:50 - 12:25
5 TH & 6 TH Grade	12:20 – 12:55

DISMISSAL: 3:30

Breakfast and lunch are served daily. Students eat free of charge. Adults and children who are not enrolled at DCE will be charged per BCS guidelines. Breakfast will be grab and go, eaten in the classroom.

ARRIVAL AND DISMISSAL

Students should not arrive at school before 8:30 a.m. and should be picked up promptly after school. There is no supervision for students before 8:30 a.m. or after 3:30 p.m.

Students, who arrive late (after 8:45 a.m.), must be signed in at the office by an adult and will be marked tardy instead of absent. Parents and visitors entering the campus for any reason must sign in at the front office and request a visitor's badge.

We discourage families from checking students out early after 2:40pm.

ATTENDANCE

New Mexico law dictates that students between the ages of 5-17 years of age are mandated to attend public school, private school, home school, or a state institution.

On time, daily attendance is mandatory for students to benefit fully from the instructional program. The school recognizes, however, that there are uncontrollable situations that may dictate a student's absence. Absences may be excused for the following reasons:

- Approved student activity
- Religious event
- Death of a family member
- Medical (must provide school with a note from a doctor or parent documenting illness)

Students are entitled to make up work for absences. It is the student's responsibility to request make-up assignments. The students will have the opportunity to complete the work in a period of time equal to the number of days absent, unless other arrangements have been mutually agreed upon.

When calling to pick up homework for a child that is absent, please leave a message at the office for the teacher. Teachers will have at least twenty-four hours' notice to prepare homework assignments for students who are absent.

PLEASE SEND A NOTE TO SCHOOL AND/OR A DOCTOR'S EXCUSE EXPLAINING YOUR CHILD'S ABSENCE.

Please see the BCS Student Management Handbook for more detailed information regarding absences and truancy.

When a student is late arriving to school, 8:45 or later, the student must be brought to the office and be checked in by a parent/guardian. If the student is not signed in by a parent/guardian, they will be marked absent for the day.

Parents are asked to refrain from picking up their child(ren) early, unless absolutely necessary, as this interrupts instruction. If picked up early, the student must be checked out through the office. The student will be marked either tardy or absent accordingly. After 2:40p.m., students may not be checked out early.

PERFECT ATTENDANCE

Perfect Attendance means that a student has:

- No tardies
- No absences
- No early withdrawals

CELL PHONES

In accordance with the Belen consolidated Schools Student Handbook, students are not allowed to carry cell phones or other communication devices in the BCS Elementary Schools. Any cell phones observed in use in elementary schools will be confiscated. If your child must carry a cell phone to call you after school, the phone must remain in the student's backpack and turned off during the school day, or it will be confiscated.

CELL PHONE VIOLATION CONSEQUENCES:

1ST offense: Warning. Teacher to parent contact. The phone will be returned to the student at the end of the day.

2nd offense: Principal to parent contact. Parent must come and pick up phone.

3rd offense: Lunch Detention or In School Suspension

DRESS CODE

Dennis Chavez Elementary takes pride in the appearance of both staff and students. Students' appearance in dress or hair must NOT distract or disrupt the educational process.

In addition to the rules in the Belen Consolidated School's Student Management Handbook, students who attend Dennis Chavez Elementary must also abide by the following rules:

Appropriate Clothing

- Safety first! Students cannot wear open-toe shoes or shoes with heels over 1.5 inches.
- Closed-toe shoes (sneakers or similar) are required for physical activity and recess.

- Clothing with positive or neutral messages (non-violent, non-offensive).
- Weather-appropriate attire (jackets, hats, etc., for cold or rainy days).
- Fake fingernails are not allowed for safety purposes and practicality.
- Conservative earrings are allowed.
- Clothes should be clean and appropriately sized for the student (pants must be at the student's waist, shirts should not be excessively long, mid-drift must be covered, spaghetti straps not allowed).
- Student shorts should reach their fingertips or mid-thigh, whichever is longer. Leggings are permitted and encouraged under the shorts.
- Leggings should be worn under pants with small holes above the knee area.
- Rule of thumb: when in doubt, don't wear it.

Not Allowed

- Clothing with inappropriate language, images, or messages (e.g., references to drugs, alcohol, violence, or hate).
- Clothing that is overly revealing (e.g., crop tops, short shorts, tank tops with large armholes).
- Flip-flops or sandals without back straps (for safety reasons).
- Hats, hoods, or sunglasses worn indoors unless for religious or medical reasons.
- Pajamas (unless it's designated pajama day).

Special Notes

- Dress-up days or spirit weeks may allow exceptions (e.g., costumes, hats).
- Students may be asked to change or cover up if clothing is deemed inappropriate.
- The goal is to ensure students can learn and play comfortably and respectfully.

DRESS CODE VIOLATION CONSEQUENCES:

1st offense: Student will be sent to the office and will change into clothes provided by the nurse's office and parents/guardians will be notified.

2nd offense: Parent/guardian will be called to bring a change of clothes.

3rd offense: Hot Slip and/or Lunch Detention or In School Suspension

DROP OFF AND PICK UP PROCEDURES

After school pick up procedures WILL NOT be changed without a hand-written or electronic note from the parent/guardian. THIS COMMUNICATION MUST GO TO THE TEACHER. DO NOT CALL THE OFFICE TO MAKE THESE CHANGES. It is the parent/guardian's responsibility to make after school arrangements **prior to the school day**. Please understand that teachers do not check their messages while they are teaching. *Changes to student pick up made late in the day cause confusion and run the risk of messages not being relayed to the teacher and student.*

Parents/guardians that are dropping off/picking up students will be given 3 pickup passes in August per family. If a replacement pass is needed or you need more than 3 passes, please call or come into the school office. We encourage our students to take advantage of using transportation provided by the district (school bus) for the easiest mode of transportation!

- **AM Drop-off Procedures**

- Parents/guardians/visitors will not be allowed to get out of their vehicles and walk students to their classrooms when dropping off/picking up students.
- For your convenience and safety, DCE will have a one-way drive-through student drop-off/pick-up that is located at the South end of the school.
 - **ONE-WAY TRAFFIC ONLY**: From N 10th Street turn Left or Right onto Ross Ave. Then Left on Romero; another Left onto Esperanza Dr; and finally, Right into East Gate entrance; exit West gate to N 10th Street.
 - You will not be able to access Esperanza Dr. or Ross Ave from Main Street – these will be blocked off. The only route will be from N 10th Street.
- If your child is walking to school, please refer to the Arrival/Dismissal Procedures above. A Parent Permission form must be completed and signed before a child is allowed to walk home.

- **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.*
 - **IMPORTANT**: If a pick-up pass is not presented, the student will be sent to the front office. The family member picking up the student will have to drive to the front of the school and go to the front door where they will be asked to present a valid ID. If the person picking up the student(s) is not on the student's demographics, this person will not be allowed to take the student home. A pick-up pass will not be allowed when picking up a student from the front office area.
- Parents/guardians must stay in their vehicles. Students are not allowed to walk to any vehicle unattended. A DCE staff member will escort and place your child(ren) in the vehicle for you.
- Parents/guardians will not be allowed to meet their children at their classroom door.
- Due to liability issues, only people 18 years of age or older with a valid driver's license will be allowed to pick up students.

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

VISITORS

We value our instructional time and discourage disruptions to the learning environment. Visitors will not be permitted to classrooms during instructional time. If items need to be dropped off for students, the items will be left in the office, and office staff will deliver them.

HOMEWORK AND GRADES

Here at Dennis Chavez, we have a tradition that we are proud of! We challenge and encourage each student to reach a reading goal of 20 minutes per night. If your child's teacher provides a reading log, please have the student complete it. If a reading log isn't provided, students are still responsible for completing the nightly reading. Our classrooms also participate in Read Naturally, timed reading fluency passages. Some teachers send this home for nightly practice as well.

Students are graded on a Standards-Based Scale (Kinder-3rd) and on a traditional grading scale (4-6th). Grades are earned based on a student's ability to meet grade-level standards and upper grade students' ability to

complete work on the 100pt. grading scale based on mastery of concepts. Progress reports or report cards will be given following each 9-week period.

STUDENT CONDUCT

At Dennis Chavez, we strive to provide the best possible learning environment for your children. Each classroom will instill a progressive discipline system. When all steps of classroom discipline have been exhausted, the principal will be notified, and a hot slip or office referral may be warranted. If a student is sent to the principal's office, it means they are severely disrupting the educational process, and consequences will be in adherence with the BCS student handbook. Please reference the BCS Student Management Handbook for the complete policy.

Positive Behavior Recognition

Students thrive when recognized in a positive fashion. Teachers will focus on positive behaviors that they see throughout the day. Verbal praise and PBIS points will be awarded to students to acknowledge their success! Students who receive a PBIS points will receive incentives throughout the year.

Dennis Chavez Elementary Bell Schedules 2026-2027	
Daily Bell Schedule	
8:05	Staff Arrives
8:05-8:35	Prep/ PD/ Meetings
8:30	Student Arrival Grab and Go Breakfast
8:35	Instruction Starts
Lunches	
PreK/K	11:00-11:35
1 st & 2 nd	11:25-12:00
3 rd & 4 th	11:50-12:25
5 th & 6 th	12:20-12:55
3:30	Dismissal
3:35	Busses Depart
3:35	Staff Leaves
Early Release Monthly Wednesdays	
8:05	Staff Arrives

8:05-8:35	Prep/ PD/ Meetings
8:30	Student Arrival Grab and Go Breakfast
8:35	Instruction Starts
Lunches	
PreK/K	11:00-11:35
1 st & 2 nd	11:25-12:00
3 rd & 4 th	11:50-12:25
5 th & 6 th	12:20-12:55
1:21	Dismissal
1:30	Busses Depart
3:35	Staff Leaves

Half Day Parent Teacher Conferences/Last Days of School

8:05	Staff Arrives
8:05-8:35	Prep/ PD/ Meetings
8:30	Student Arrival Grab and Go Breakfast
8:35	Instruction Starts
Lunches	
PreK/K	10:30-11:05
1 st & 2 nd	10:55-11:30
3 rd & 4 th	11:20-11:55
5 th & 6 th	11:45-12:20
12:25	Dismissal
12:30	Busses Depart
3:35	Staff Leaves

Dennis Chavez Elementary School Student Manual

2026-2027

I, _____, parent of _____ have read the 2026-2027 Dennis Chavez Elementary Student Manual. I have reviewed pertinent information with my child/children.

Signature _____

Date _____

