

Student-Parent Handbook

Mountainair Elementary School 2024 - 2025



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WELCOME

Welcome to Mountainair Elementary School! The staff of Mountainair Elementary is dedicated to creating a safe, positive learning environment in our school. This handbook is designed to provide parents and students with critical information about our school, including rules, procedures, and expectations. The handbook contains important sources of information:

- 1) Parent-Student Handbook with policies and procedures
- 2) Daily Schedule
- 3) Dress Code
- 4) Drop off and pick up procedures

Please read all items carefully. We would like parents and students to be aware of our procedures and keep it handy for use during the coming year. Good luck during your time here at Mountainair Elementary. We hope it will be your most successful year ever.

Motto:

Every Student, Every Day, Learning for Life

Mission Statement

Mountainair Public Schools Engages, Equips, & Empowers our Learning Community to Lead Successful and Fulfilling Lives

This is How Mountainair Elementary School Mustangs R.A.C.E...

WE are
Respectful,
Accountable,
Courageous &
Encouraging

Best wishes for a successful school year!

Mountainair Public Schools does not discriminate on the basis of race, color, national origin, sex, age, or disability in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Central Office, 512 North Ross Avenue, Mountainair, New Mexico. The Student-Parent Handbook follows guidelines set by the District and the State Department of Education. It is reviewed annually. Our school mission and focus areas guides our path to school improvement through goals set in our 90 Day Plan. Copies of this plan are available for checkout through our office.

Mountainair Public Schools

Dr. Pedro Vallejo, Superintendent

School Board

Darrell Roberts, President
Victor Romero, Vice President
Kristin Oliver, Secretary

Ray Sharbutt, Board Member
Kaisa Jones, Board Member

Principal

Victoria L. Baca

Pre-Kindergarten

Emilee Solomon

Kindergarten

Mary Blackshear

1st Grade

Vanessa Jaramillo

2nd Grade

Mariah Hamilton

3rd Grade

Brenda Sisneros

4th Grade

Simone Tafoya

5th Grade

Tracy Silva

Special Education

Coral Overholser

Instructional Support

Loretta O'Donnell- Academic Counselor

Daniel Sisneros-Physical Education

Veronica Barela-IEP Facilitator

Lindsay Benjamin-SLP

Lesley Pacheco -Social Worker

Donald Borrego- OT

Alicia Kayser- CCMA

Instructional Assistants

Joyce Turner- Pre-K Aide

Zoey Brazil- Kindergarten

LaSha Chavez- Special Ed Asst.

Michelle Lajeunesse- Special Ed Asst.

Secretarial

Judy Kayser

Caitlyn Smythe

Cafeteria

Roxanne Ortiz- Manager

Custodial

Tomas Hernandez

Sharing Responsibility for Student Success

Parent-Teacher Association/Parent Advisory Committee (PTA)

The Mountainair Elementary PTA encourages parent involvement in all aspects of the educational programs in our school. In a combined effort to focus on quality programs for our students, general PTA meetings are planned throughout the year. All PTA meetings are open to the public. PTA meetings are published in our monthly newsletter. PTA projects include: Teacher Appreciation Projects, Open House, Pictures, Book Fairs, Field Trips, Teacher Grants, Parent Volunteer program, and other fund-raising projects.

All MES parents and families are welcome to attend the monthly PTA meetings.

Parent/Student Grievance Procedure

The primary purpose of this policy is to provide for the prompt and equitable resolution of parent/student complaints as close to the source of the complaint as possible. Therefore, parents/students should address the issue or complaint at the level where the issue arose, i.e., the teacher, coach. If the complaint is not resolved, only then should the complaint proceed to the assistant principal, the principal, the assistant superintendent, the superintendent and as a final arbiter, the Board.

The following timeline shall be followed:

1. The aggrieved parent or student shall have a right to be heard orally by the instructor who shall render a decision within three (3) school days.
2. If the parent or student is not satisfied, the grievance shall be presented in writing within three (3) school days to the principal or designee who shall render a decision in writing within three (3) school days.
3. If the parent or student is still not satisfied, he/she shall within three (3) school days appeal to the assistant superintendent or superintendent. The grievance will be heard within three (3) school days and a response rendered within ten (10) school days.
4. If the parent or student is not satisfied, he/she shall appeal to the Board of Education within three (3) school days. The Board shall hear the grievance within thirty (30) days and render a decision within one (1) calendar month.

Important Information

Emergency Cards: All students attending the Mountainair Public Schools are required to have an emergency card on file in the school office. The information on the card is used to verify guardianship when a person is checking out a student during the school day. Only those individuals listed on your child's emergency card have access to your child. No one may check a student out, call them out of class, or have information given to them unless that individual's name is on the student's emergency card. It is also used to notify parent(s) and/or guardian(s) in case of a student's illness or injury. Any legal documents pertaining to custody, guardianship, or name change must be on file in the office. It is important for parents/guardians to keep the office informed of current phone numbers or other information changes to the emergency card. Please list at least three current phone numbers.

Immunization Requirements: To attend public school in New Mexico, students are required to have the following immunizations at the times and dosages required by the Department of Health.

4 doses of DTaP
3 doses of Polio
3 doses of Hepatitis B
2 doses of MMR
1 dose of Varicella (6th)

State Law requires that children be immunized for Measles (MMR) at the age of 15 months and receive a second dose of MMR between the ages of 4-6. By law, immunization records must be on file indicating that students have been

properly inoculated. Failure to submit current immunization records for the student's file are grounds to **dis-enroll** the student until proof of inoculation is submitted.



Medication at School: No medication of any kind (including Tylenol, Aspirin, cough drops, and over the counter drugs) can be administered at school without a written order from a doctor and signed permission by the parent. All medications must be in the properly labeled container. Forms are available from our School Nurse. A parent may come to school to administer medication to their child.

Student Check-In: All students that arrive after 8:00, must be checked-in through the Ident-a-Kid system located in the elementary school lobby. Upon completing your child's/children's check-in, they will receive a tardy slip that must be given to the classroom teacher.

How to check in at the kiosk:

- **Click on check-in**
- **Select from the menu (tardy, visitor, volunteer...)**
- **For students who are tardy, begin typing your child's first name and select their name**
- **Then provide a reason for your child being tardy**
- **Select from the menu the different tardy/attendance codes (2X)**
- **A tardy pass will print for your child to take to their teacher**

Student Check-out: Students will not be permitted to leave the school grounds during school hours with any adult other than their parent and/or guardian or adult listed on the emergency card. All students that need to be checked out during the school day, must be checked-out through the **Ident-a-Kid** system located in the elementary school lobby. Once you have checked-out your child/children please proceed to the front office, so we can get your child/children from the classroom. To safeguard our students, a picture ID is required from anyone picking up students during the school day. **No changes in students' transportation will be allowed after 3:15.**

Renaissance: LOVE MES RENAISSANCE

Respect + Recognition + Reward + Reinforcement + Relationships = Results

Mountainair Public Schools Mustang Cards are based on the Jostens Renaissance Philosophy to renew the school's climate and culture aimed to:

- Increase attendance and graduation rates
- Increase academic and behavior performance
- Higher retention rates
- A boost in overall school spirit

Mustang Cards are distributed based on points earned for academics, citizenship, attendance, and test scores.



Student Arrival and Dismissal Times: Student supervision begins at 7:35 am daily. Students are not to arrive on school grounds before 7:35 am. Students arriving prior to this time are unsupervised and may have an accident without staff on duty.

The School Day ends at 3:35: Every minute of instructional time counts. Students riding buses will board buses immediately following the dismissal bell. Parents transporting students are expected to pick up their child promptly at dismissal time. Adults picking up students in the drive-up area must have the student placard (given to families at the start of the year). The placard lets duty staff know that the student can go with that adult. Student placards must be displayed to pick up student(s) after school in the drive-up area. Walk-up pick-up is only allowed if you are picking-up your child/children from the front office (with a valid ID). **If your student is within the "safe walk zone" and you wish for your child to walk, you must come into the office, provide ID and write a letter stating that your child has permission to walk home.** School personnel are not responsible for "childcare" after school hours.

Procedures for Visitors to School

(All visitors must check-in through Ident-a-kid and the front office)

- A. Visitors to the classroom must be 18 years or older.
- B. Upon arrival on a school campus, any individual, including a student from another school, must report to the office, sign in, and state the reason for their visit. Parent volunteers or other visitors will only be admitted to classrooms if the teacher has notified the office of the visit. Visitors must provide a valid photo ID and be listed as an authorized contact on the student's emergency contact list. Once the photo ID and contact information has been verified, the visitor will be issued a Visitor sticker.
- C. The Visitor sticker must be worn above the waist and remain visible at all times.
- D. Visitors must comply with all school rules while on campus.
- E. Under no circumstances are visitors to approach any child, other than their own, to discuss anything other than a greeting. No parent or guardian is allowed to take pictures of any student.
- F. An individual failing to comply with any of these procedures and/or causing a disruption of the educational process may be barred or removed from the campus at the principal's discretion. The individual also may be charged with criminal trespass.
- G. Prior to the visitor leaving the school site, they must sign out.
- H. Visitors for classroom parties/events, should only be the parent/guardian.

Volunteers

Parents, guardians and community members are encouraged to become volunteers at our school. Volunteers should coordinate with the classroom teacher to determine days/times to volunteer. Volunteers to the school must follow the **Volunteer Dress Code Policy**:

Dresses: Length of dresses and skirts must be longer than three inches above the knee. Low cut dresses are not permitted. Spaghetti strap or halter dresses are permitted only if covered with a sweater or jacket.

Shorts: Shorts must be longer than three inches above the knee.

Shirts/Tops: No spaghetti straps, tank tops, or low-cut shirts (two-inch-wide straps are permissible). Untucked shirts need to cover the waistband of pants or skirts.

Tattoos/Piercings: Inappropriate (profane or graphic) tattoos must be covered at all times.

Policies and Procedures

Please Note: To limit distractions from the educational process and avoid possible liability, non-enrolled children are not permitted in the classroom.

Our students benefit in many ways from volunteer activities. Volunteers make a difference in our school! Volunteer activities may include:

- | | |
|---|---------------------------------------|
| Working with students in the classroom | Reading to children |
| Shelving or repairing library books activities | Helping with computer |
| Sharing a craft or skill with students | Joining classrooms as a guest speaker |
| Helping with class field trips or socials fundraisers | Helping with PTO |
| Preparing instructional materials (at home or school) | |

If you would like to become a school volunteer, please contact your child's teacher or our school office (847-2333).

All individuals requesting to volunteer in the School District are required to have a criminal background check. Volunteers must have the following:

1. Criminal background check (Paid by the volunteer); and
2. Waiver statement and volunteer information sheet.

Volunteers must sign and submit an agreement in which the volunteer acknowledges and agrees that the following obligations or restrictions will apply to volunteer as a result of the District's acceptance of volunteer's offer to provide volunteer services to the District:

1. Volunteer will comply with all policies and procedures of the District, including, but not limited to, policies requiring an individual to undergo criminal background checks, to maintain the confidentiality of student records as required by the Family Education Rights and Privacy Act (FERPA), to comply with the District's policies on computer use, Drug Free Work Place Act, and sexual harassment.
2. Volunteer is not an employee of the District and shall not accrue any rights to compensation, leave or other benefits of employment.
3. Volunteer agrees, he or she will provide services subject to the direction and supervision of District employees.
4. Volunteer agrees that the District may at any time, in its sole discretion, terminate volunteer's services to the District.
5. Volunteer has no expectation of compensation for volunteered services. However, the District may reimburse volunteers for mileage, subject to the Per Diem and Mileage Act and may be paid a nominal amount for other charges and expenses approved by the District.
6. If a Volunteer is an employee of the District, Volunteer agrees that:

- a. He/She chooses to volunteer solely at his/her option for civic, charitable or humanitarian reasons and states he/she has not been coerced or forced to volunteer his/her services;
- b. He/She has no expectation of compensation but may be reimbursed for mileage, subject to the Per Diem and Mileage Act and may be paid a nominal amount for other charges and expenses approved by the District; and
- c. Volunteer services are not the same type of services for which the individual is employed to perform for the District.

Abbreviated Schedule: In the event of inclement weather and/or hazardous conditions, the Mountainair Public Schools will operate on an abbreviated day basis. On Abbreviated Days, the start-up time for each school will be two hours later than usual; dismissal time will remain the same for all schools. Parents will be notified via the district's automatic notification program. In addition, local radio and TV stations will relay Abbreviated Day information to the public (KOB, KOAT, KRQE).

In the event of a school closure during the day due to extreme weather conditions or hazardous situation, the automated notification system, local radio, and TV stations will inform the public of the emergency procedures. Parents should develop a plan with their children to use for bad weather, Abbreviated Days, or other emergency situations, in case there is no adult at home. Identify a neighbor or a relative for the child to contact and plan for a safe place for your child to stay.

Automated Notification System: An automated parent/guardian telephone notification system is utilized by Mountainair Public Schools. This notification system is used for notification of community outreach information, school events and notices, attendance notification, and emergency broadcasts for notification of Abbreviated Schedule, early school closure, etc. It is imperative the Automated Notification System has correct phone numbers to facilitate parent/guardian contact. Please provide current contact information to the school office as needed throughout the school year.

**Attendance: Attendance for Success Act
HB236: (SHSB_CH223-HB236-2019.pdfAttendance-for-Success.pdf2_.pdf)**

The regular school attendance of a child of school age is required by state law. Regular, uninterrupted classroom instruction, classroom participation, and interaction with classmates are essential to the educational process and are integral to the learning process. Preparation and training for subsequent study or employment includes the development of self-discipline through regular class attendance.

The presence or absence of each student must be recorded each school day. Teachers follow MPS directives and state requirements in coding unexcused/excused absences and tardiness.

The New Mexico Attendance for Success Act requires that all school-age children attend school until the age of eighteen, or until they graduate from high school or receive a GED certificate. Maintaining regular school attendance is the joint

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

I. Absences

A. "Absence" – A child not at school for a class or school day, whether excused or not.

1. Interscholastic extracurricular activity absences are exempt as they are not considered an absence from school. NMAA regulations allow for a student to accumulate 15 activity absences per semester. The student is expected to make arrangements with the teacher prior to being gone for the school activity concerning any missed classwork and/or homework.

B. "Excused Absence" --An absence from a class or school day (half of the students approved program) for which the student has an allowable excuse, one for necessary and important reasons only.

1. Types of allowable excused absences: illness (including appointments with mental health care providers), injury, bereavement of a family member, other family emergencies, and observance of major religious holidays of the family's faith or religious instruction and tribal obligations.

2. At MPS's discretion, a written confirmation may be required by the school when the student returns to school. The letter must be provided by a medical practitioner, a funeral service provider, a provider of religious education, or tribal official.

a) Excused Absence due to Religious Instruction: A student may, subject to prior written notice from parents/guardians and the prior approval of the Principal, be absent from school to participate in religious instruction for not more than one class period of the school day with the written consent of the parent/guardian, at a time that is not in conflict with the academic program of the school. MPS does not assume responsibility for the religious instruction for any student, nor does it permit religious instruction to be conducted on school property. The student is expected to make arrangements with the teacher(s) prior to being gone for the school activity concerning any missed classwork and/or homework.

b) Excused Absence due to Tribal Obligations: A student will, subject to prior written notice from parents/guardians and the prior approval of the Principal, be absent from school to participate in tribal obligations with the written consent of the parent/guardian. MPS shall provide time for the student to make up the school work missed during the absence.

3. Special family situations may be considered appropriate for excused absence when subject to prior written notice from the parents/guardians and prior approval is received from the Principal. The Principal's decision on the request shall be considered final.

C. Pregnant Students: If a student becomes pregnant, a plan will be devised to support the student's educational needs throughout her pregnancy. The

recommendations may require a 504 plan and shall be on a case-by-case basis, but would fully support her education through homebound or in school education. Decisions about excused and unexcused absences would be discussed and agreed upon in the meeting.

D. Partial Day Absences

1. High School/Middle School: Students will be considered absent from each class period after 15 minutes.
2. Elementary Students: Students Who arrive 30 minutes or more late to school, will be counted absent for half a day for the morning absent report. If a student leaves early 30 minutes or more, they will be counted as absent for the afternoon report.

E. Appointments: If a student must leave school early for an appointment, the parent must notify the school secretary or principal either by phone or written notice. It is highly recommended that all appointments (doctor/dentist) be made on Fridays to avoid unnecessary absences from school. Students must sign-in/out in the school office when leaving and/or returning.

F. Early Release: Students with early release must sign-out in the school office.

G. Truancy policy to apply to all grades: Students will be considered truant if they leave school without permission, or stay out of class without permission. Students are not to miss a class in order to complete work for another class without written permission from the teacher whose class is being missed. Failure to be in class is considered truancy even if the student is on campus. Refer to the Discipline Matrix.

H. "Unexcused Absence:" An absence from a class or school day (half of the student's approved program) for which the student does not have an allowable excuse.

I. Homework Policy

1. Homework– Excused Absence: Following an excused absence, parents or guardians shall arrange make-up work with the student's teacher. A student shall be given a reasonable time as set forth by the teacher in their class syllabus to make- up the work the student missed during the absence.
2. Homework-Unexcused Absence: Following an unexcused absence, make-up work is at the discretion of the teacher.

II. Attendance for Success Act

A. Understanding the Law

1. The New Mexico Attendance for Success Act requires that all persons between the ages of five and eighteen attend a public, private, or home school, or a state institution, unless that person has graduated from high school or has received a general education development certificate, or that person's parent or guardian provides written, signed

permission for that person to leave school for health reasons or in case of hardship, and that permission is approved by the Principal.

2. Parents are expected to notify the school for each day of a student's absence by calling the school or by sending a written explanation to the school upon the student's return. In the case of an emergency, the parent may send a note or call the school upon the student's return.

3. Students enrolled in MPS shall attend school for the length of time of the school year as established by the school district.

4. Students are expected to have no more than 5% absentee rate per school year, which includes both excused and unexcused absences.

5. Students are expected to arrive on time to school each day and to remain in school until the scheduled dismissal.

B. Definitions

1. "Chronically absent/Chronic absenteeism" means a student who 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."

2. "Excessively absent" / "Excessive absenteeism" --"means a student needing intensive support and has not responded to intervention efforts implemented by the public school."

3. "Educationally Neglected Child" means a child who is permitted by his or her parents to be chronically truant may be considered a child of educational neglect. State law requires the schools to report children believed to be educationally neglected for investigation to the Probation Services Office and/or the judicial district in which the student resides.

4. "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;

5. "Individualized prevention" means targeted prevention strategies for individual students who are missing five percent or more but less than ten percent of classes or school days for any reason;

6. "Early intervention" means interventions for students who are missing ten percent or more but less than twenty percent of classes or school days for any reason; and

7. "Intensive support" means interventions for students who are missing twenty percent or more of classes or school days for any reason.

C. Policy

1. Whole school interventions will be provided to all students with less than 5% absences.
2. An Individualized Attendance Plan will be provided to students who have 5%-10% (when enrolled for more than ten days). A school designate shall talk to the parent/guardian (either in writing or in person) and inform them of the student's attendance history, the impact of student absenteeism on student academic outcomes, the intervention or services available to the family, and the consequences of further absences which may include referral to the Children, Youth and Families Department (CYFD) for chronic absenteeism.
3. An Early Intervention Plan for Chronically Absent Students will be put into place for those students who have 10% – 20% absenteeism (when enrolled for more than ten days). The Attendance Administrator shall notify parent/guardian of a child found to be chronically absent in writing, and include the date, time and location for parent/guardian to meet to establish an Early Intervention Plan. This plan will include an Attendance Contract and weekly monitoring and reporting of student attendance to the parent/guardian. Parents of students with any further unexcused absence after meeting with the Principal to develop an Early Intervention Plan and to discuss further consequences such as a CYFD referral.
4. A student reported to have 20% or more absences (when enrolled for more than ten days) is a child deemed "Excessively absent." The Attendance Administrator shall notify parent/guardian of a child found to be chronically absent in writing, and include the date, time and location for parent/guardian and student to meet with the Principal, school counselor, Attendance and SAT Team, PTA CYFD and/or JPO. An attendance contract will be signed

III. TARDIES

detailing consequences for future absences such as making up time missed through Monday school. Non-Punitive (OSS or Expulsion) consequences will be discussed and put into place.

5. After explicit notification to parent/guardian concerning excessive absences despite the signing of the attendance contract, and the exhaustion of all intervention efforts, the school may consider loss of school credit and a voluntary withdrawal from the school constituted by the student's excessive absences.
6. The Public Education Department's truancy prevention coordinator (or designate) or Children Youth and Families Department representative, or representative of the Probation Services Office, shall be permitted access to any records and information related to chronically absent students or excessively absent students.

A. Tardiness is a disruption to normal classroom procedures and activities. A student is considered tardy if he/she is not in the classroom after the tardy bell has completed ringing without a written excuse from a teacher, principal, or secretary.

1. Excused Tardy – A tardy for excused reasons.

- a) Verified doctor or dental appointment (note required)
- b) Call-in by a parent or guardian within 24 hours (not to extend 3 excused tardies).
 - (1) Excessive tardies – tardies will be considered excessive after three parent/guardian call-ins or requests for early dismissal and will be considered unexcused unless accompanied by a doctor’s note. Parents are encouraged to ensure their student(s) are not chronically tardy.

2. Unexcused Tardy – A tardy for unexcused reasons.

- a) Entering the school after 7:45 am.
- b) Late to classes after passing periods without a written or verbal excuse from a teacher, principal or secretary.
- c) Tardies are subject to disciplinary action per semester
 - (1) Tardies will affect Renaissance card status.
 - (2) Third unexcused tardy-lunch detention
 - (3) Fourth and subsequent tardies will be considered a chronic problem. Parents will be notified and more serious consequences will apply (Reference the student discipline matrix).

B. When entering school after the tardy bell, all students must enter at the administration office and then report directly to a school official before going to class. All Tardy students must check in at the Ident-a-kid. An admission slip will be issued and attendance information adjusted accordingly.

IV. TRUANCY

A. Students are considered truant if they leave school during the school day or stay out of class without permission. Students are not to voluntarily miss a class to work on missed homework unless prior permission has been provided by school administration or teachers.

References

- 22-References NMSA 22-12A-1.

The Mountainair Board of Education is continuing to create Board Policy that is in



alignment with New Mexico HB236 Attendance for Success Act.

Reporting Student Absences: Parents/Guardians must submit a written note or doctor's notes to the office within 24 hours upon the student's return to school. **If a child misses three or more consecutive days, a doctor's note must be provided.**

Promoting a Safe, Productive School Environment

The staff of Mountainair Elementary School works with students to provide a school environment that is safe both inside and outside the classroom. Every effort is made to minimize distractions to the learning process. We expect every member of our "School Community" to follow the Code of Conduct and respect the right to learn in all areas of our school.

Classroom Rules (Social Contract): Teachers will post and send home copies to parents of their classroom rules by the first week of school.

Closed Campus: Mountainair Elementary School is a closed campus. Students may not leave the campus, unless they have been properly checked out of the office or have a signed permission slip for a school-sponsored field trip.

Disruptions to the Learning Process: Every effort will be made to minimize any disruptions to the instructional program of our classrooms. Announcements will be made at the beginning of the school day and, when necessary, during the school day.



Parents/Guardians are asked to make after school arrangements with their child before they leave home in the morning. We cannot change a student's after-school transportation by telephone because we cannot verify who is making the request.

Safety Evacuation Drills: By law, safety drills must be conducted periodically. Drills are not to be taken lightly or just as a period of time away from the classroom. Each drill should have as a primary assumption that there is an actual hazard. Students should move quickly and quietly through the assigned exit or the nearest exit. Horseplay and stops at the fountain and/or restroom are to be avoided. Students will remain clear of the building, at a safe distance, or follow drill procedure until the signal to return is heard. All students should face away from the building during the drill. Other safety drills that students will participate in include fire-drills, shelter-in-place, evacuation, relocation, and lockdown.

SCHOOL DISCIPLINE

The Mountainair Public Schools Discipline Handbook establishes expectations for all students. The handbook is accessible on the Mountainair Public Schools (mountainairpublicschools.net). All revisions, corrections, or additions will be posted regularly on the website. The website document will be considered current and takes precedence over any and all previously printed handbook editions. It is the reader's responsibility to refer to the document on the website for updates and new information. All schools follow the approved guidelines for discipline outlined in the Mountainair Public Schools District Discipline Handbook.

*We ask all parents and/or guardians join with us to help students learn responsible and respectful behavior as citizens of our "school community."

Bullying

Bullying behavior by any student in the **Mountainair Public Schools** is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Bullying" means any **repeated and pervasive** written, verbal or electronic expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more students in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Bullying includes, but is not limited to, hazing, harassment, intimidation or menacing acts of a student which may, but need not be based on the student's race, color, sex, ethnicity, national origin, religion, disability, age or sexual orientation that a reasonable person under the circumstances should know will have the effect of:

- Placing a student in reasonable fear of physical harm or damage to the student's property; or
- Physically harming a student or damaging a student's property; or
- Insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.
- Students and parents may file verbal or written complaints concerning suspected bullying behavior to school personnel and administrators. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, up to and including suspension and/or expulsion.

Be the Best You Can Be!

- I will ask myself these questions when making decisions: Is it safe? Is it courteous? Is it my best work?
- I will be on time for school and arrive no earlier than 7:35 am and I will go directly home or directly to daycare when I am dismissed at the end of each school day

- If I have a problem with someone, I will try and discuss it with that person. If that does not work, I will ask a staff member or parent volunteer to help us reach a compromise.
- I will treat others with respect. I will not use profanity, vulgarity, racial slurs and/or put-downs
- I will respect school property and the property of others.
- I will not cause, attempt to cause or threaten to cause physical injury to another person.
- I will not bring dangerous objects. This includes matches, knives, firearms, ammunition, and/ or explosives.
- I will remain drug-free. I will not possess and/or use alcohol, tobacco, cigarettes, or drugs.
- I will take the school/class newsletters home to my parents so that my parents can remain informed.
- I will follow all the school, classroom, restroom and playground rules.

PBIS: *Positive Behavioral Interventions and Supports (PBIS) is a proactive approach for teachers and staff in adopting behavioral interventions that promote academic success and positive social behavior outcomes. PBIS promotes positive life skills and reduces negative behaviors so that all students can succeed in school. MES has adopted R.A.C.E. (respectful, accountable, courageous, and encouraging) as our school mantra. Students can earn “Mustang Bucks” from any staff member for demonstrating positive behavior. Once a student has earned enough Mustang Bucks to complete their punch card, the card can be redeemed for a prize from the Mustang Store.*

Our School Rules

A MES Mustang is	Respectful	Accountable	Courageous	Encouraging
Cafeteria	MES Mustangs use manners, say please and thank you, raise our hand before getting out of our seat, wait our turn, and use our inside voice. MES Mustangs remove their hat when inside the cafeteria or anywhere else inside the building or portables.	MES Mustangs use kind words, pick up our trash, clean up after ourselves, and wait our turn to leave.	MES Mustangs wait patiently in line with hands and feet to themselves, wait their turn, use our time wisely, clean up after ourselves, and follow dismissal procedure(s).	MES Mustangs walk with our nose and toes forward. We keep our hands, feet, and all objects to ourselves. We sit on our bottoms, close our milk before getting up to empty our tray, and consume all food and drink in the cafeteria.

Hallway	MES Mustangs walk quietly with our hands to ourselves. We look but do not touch hallway displays.	MES Mustangs keep hands, feet, and objects to ourselves.	MES Mustangs walk quietly and courageous following expectations to our destination.	MES Mustangs walk with our hands to our sides while modeling expectations.
Office	MES Mustangs walk up to the office front desk quietly. We use an inside voice, kind words, and manners.	MES Mustangs keep hands, feet, and objects to ourselves.	MES Mustangs wait patiently and quietly until office staff can help them.	MES Mustangs yield at the doorway to enter and exit.
A MES Mustang is	Respectful	Accountable	Courageous	Encouraging
Classroom	MES Mustangs listen to our teachers, follow classroom rules, raise our hand and wait our turn, listen when others are talking. We keep our hands, feet, and objects to ourselves. We use kind words, appropriate voice levels, and take care of all classroom materials.	MES Mustangs produce quality work, use encouraging and kind words, and always do our best. We always do our fair share when working with a partner or group.	MES Mustangs are always responsible for our actions. We arrive on time with all materials and homework. We always do our best, support our peers, and believe in ourselves by following our social contracts.	MES Mustangs keep our hands, feet, and objects to ourselves, follow classroom rules and procedures, ask for permission before leaving the classroom, by following social contracts and modeling expectations.
Bathroom	MES Mustangs flush the toilet, wash our hands with soap, put trash in the receptacle, knock on the stall before entering, and allow privacy of others.	MES Mustangs report unsafe behavior to duty staff and inform custodians or duty staff when supplies are low.	MES Mustangs are quick, quiet, and clean. We turn off faucets, throw paper products in the trash can, and keep all writing utensils in the classroom.	MES Mustangs follow the rules of the bathroom. We walk in and out of the bathroom modeling school wide expectations.
Playground	MES Mustangs play safely, play fair, take turns, use manners, invite and allow other students to play.	MES Mustangs use encouraging and kind words. We know and play by the rules.	MES Mustangs take care of and return equipment to the front office. We inform duty staff when students	MES Mustangs comply with the rules of the playground. We use equipment properly, play safe, report injuries or unsafe

			are hurting other students through actions or words.	behavior to duty staff.
Bus	MES Mustangs greet the driver in a positive manner, use a quiet voice, and sit in assigned seats. We keep all objects, hands, and feet inside the bus. We remain seated while the bus is in motion and use kind words to other students on the bus.	MES Mustangs keep our hands, feet, and objects to ourselves. Arrival: walk promptly to breakfast.	MES Mustangs check for younger siblings, ensuring they are in the correct bus line. We arrive at the bus stop on time.	MES Mustangs walk with our hands, feet, and objects to ourselves. We remain seated on our bottoms both to and from school. We talk in a quiet voice and keep our hands, feet, and objects inside the bus at all times.
Drive-up	MES Mustangs walk quietly in the drive-up zone, find younger siblings, and stand quietly until their name is called.	MES Mustangs keep hands, feet, and objects to ourselves.	MES Mustangs talk in a quiet voice and watch for our younger siblings.	MES Mustangs may only get in the car of an adult with a current student placard.

PLAY SAFE-BE SAFE!

Playground Safety

Slide

1. We will use the stairs to get to the top of the slide.
2. We will be sure that only one person is using the slide at a time.
3. We slide by sitting down keeping our legs straight in front of us.



Jungle Gyms, Zip Lines, Turning Bars and Twirling Equipment

1. We will be sure to keep our hands-off others while they are playing on any jungle gym and/or turning bars.
2. We will not play tag or run on the equipment.
3. We will keep our feet to ourselves.
4. We will not jump or leap from the top of these structures.

Swings

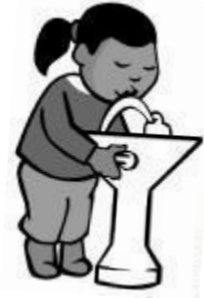
1. We will swing back and forth only.
2. We will have one person on a swing at a time. We will stop the swing before we get off. We will not jump out of the swings.
3. We will make sure that no one is close enough to get kicked.



4. We will not twist the swings to make them shorter.
5. We will swing sitting on our bottoms only.
6. We will not push other students on the swings.

Drinking Fountains

1. We will stand in line and keep our hands to ourselves.
2. We will keep the drinking fountains clean and use it for drinking purposes only.
3. We will not play at the drinking fountains.



Cement Areas

1. We will not run in that area.
2. We will only use that area for 4-square and jump rope
3. We will not walk on top of the planters.

Turf or Grass:

1. We always keep our shoes on, even when sitting and visiting with a friend on the turf.

Basketball Court on Playground by Turf

1. We will play only basketball on the basketball courts.
2. We will not play football, soccer, tag, or kickball in the basketball area. They can be played on the field.
3. We can jump rope or play 4-square on the paved area of the courtyard not used for basketball.
4. We will not bring baseballs, softballs, gloves, or bats to school.

Areas that are Off-Limits:



1. If a ball or any other object goes over the fence or into a parking lot, we will ask an adult for assistance.
2. We will not climb over the fence to get a ball or any other item.
3. We will not leave the playground to talk to any adult in the parking lot.

Consequences for Unacceptable Behavior

Students who choose to disregard a school or classroom rules must be prepared to accept the consequences for their action. Consequences may include:

- | | |
|---|--|
| <ul style="list-style-type: none"> ● A verbal warning and an opportunity to correct the action. ● Mediation (working out the problem with a neutral party). ● Loss of privileges. ● School community service project. ● Visit with the Counselor or Principal. ● Removal from the group or activity | <ul style="list-style-type: none"> ● Time-Out (Minor offenses) ● Detention (Repeat Offenses) ● In-School Suspension (Major Offenses) ● Parent-Teacher-Student Conference with the principal or designee to develop a Behavior Improvement Plan. ● Removal from the school setting (Suspension). |
|---|--|

Hot Slips: If a student receives a verbal warning for disregarding a school rule and does not immediately correct the action, staff will issue the student a *HOT SLIP*. A Hot Slip may also be issued immediately, without verbal warning, based on the severity of the infraction. The Hot Slip describing the student's actions will be given to the student's

teacher. The teacher will set the consequences and send a copy of the Hot Slip home to parents. Parents are asked to sign the Hot Slip and return it to the teacher the next school day. When a student has received three (3) hot slips, the teacher will submit all three (3) hot slips to the principal for a consequence. The teacher will document what has occurred and provide information regarding the steps that have been taken to assist the student. The principal will meet with the student and contact the parents to arrange a conference. Consequences assigned could be In School Suspension (ISS), Out of School Suspension (OSS), and/or other disciplinary actions.

Severe Clause: When a student’s behavior endangers the safety of self or others and/or significantly interferes with the instructional process, the student will be immediately removed from the setting and referred to the principal and/or counselor. The principal will notify the parents and schedule a conference to discuss the incident(s). The student will be assigned ISS until the conference is held. The parents will be notified of the student being placed in ISS for the remainder of the day and/or the following day(s). The outcome of the conference will determine the action to be taken to correct the situation.

Weapons: This policy is enacted to implement the requirements of the Federal Gun Free Schools Act of 1994, 20 U.S.C., 8921 and N.M.S.A. 1978, 22-5-4-7, and it is the intention of the Board that it be interpreted broadly to conform to these provisions of law. The District’s policy relating to weapons on school property are set out in full in the M.P.S. Student Behavior Handbook. If you have questions about this policy, please refer to the Mountainair Public Schools Student Behavior Handbook or contact the administrator for the full text of this policy. Please note that “toy” weapons or “look alikes” should never be brought to school. We cannot condone students playing games or discussions related to guns, weapons, war, etc. The drawing of weapons and/or violent actions will be referred to office.

School and Classroom Policies

Field Trips: Field Trips are designed to enrich a student’s learning. Each student must have a signed written permission form on file prior to leaving on any trip. Failure to return a signed permission form prior to the trip will result in the student’s inability to participate. Students are to exemplify good behavior to maximize their learning experience. Students participating in field trips are expected to stay with the school group during the entire trip, including the return to school. Any exceptions must be approved in writing by the school principal or designee with 24-hour notice. Students who must have medications on a field trip, need written doctor and parent permission. This includes Tylenol and cough syrup, etc. It must be in the properly labeled container. Check with the school nurse if your child needs to have medication on the field trip. The district medication policy will be followed.

Students must abide by all school rules and bus regulations during a field trip, as this activity is sponsored by the school. Infractions of school rules and bus regulations will result in appropriate consequences. Parent volunteers are encouraged to assist in supervising their student's safety and learning. District Risk Management procedures do not permit non-enrolled children to participate in field trips. Parent chaperones may not bring other children to school sponsored field trips.

Homework: The intent of homework is to instill a sense of responsibility in the student and to help that student develop good study habits. Assignments will serve to reinforce skills and to enrich the classroom curriculum. Our goal is to encourage parents to participate in their child's individual learning needs. Homework is assigned at the discretion of the child's classroom teacher. If you have questions regarding a homework assignment, please check with the teacher.



Insurance: The Mountainair Public Schools has made arrangements for parents to purchase insurance at a minimal cost. Insurance packets will be sent home with all students at the beginning of the school year.

Lost & Found: The school is not responsible for the loss of articles. All personal items should be labeled in order to facilitate the identification of the owner. **Any non-educational items should not be brought to school (toys, electronics, etc).** A "Lost and Found" chest is located by the office.

Parent Conferences: The District sets Parent Conference Days twice a year on Fridays. Teachers contact parents to schedule a conference during Conference Days or other times as needed. We encourage parent participation in all conferences.

Parking and loading zones: Please see appendix
Pick Up/Drop Off Procedures: Please see appendix

Presentation of Films or Videos: Film is one of a number of media forms that is used by the classroom teacher to meet students' varied styles of learning; to stimulate critical thinking skills and to communicate ideas, thoughts, and artistic expression. Teachers use standard selection guidelines and their professional judgment in selecting all materials used in the curriculum. The selection of films or videos will be made from "G" rated categories in all K-5 schools. If a PG movie is going to be shown, a permission slip will be sent home to parents prior to the showing of the film. The teacher will always preview any media prior to its use in the classroom.

Telephones and Cell Phones:

Please try to take care of childcare arrangements before children leave for school each day. Parents and/or guardians may call and leave a message with the office staff. Students may bring a cell phone or watch phone to school with the following restrictions:



- Cell phones/watch phones are to be off and out of sight from arrival to dismissal each school day. Phones seen in use will be taken from the student immediately.
- Violation of these restrictions will result in the forfeiture of the phone. The phone will be returned to a parent/guardian.

Testing: In conjunction with State of New Mexico mandates, the Mountainair School District administers several testing instruments. These standardized tests help determine student progress to enable us to make comparisons on the national and state levels. Standardized achievement tests are given in the spring. These test scores are used to plan curriculum and teaching strategies. Parents are encouraged to take an active part to prepare their students to perform well on tests. A good night's rest, attendance, a nutritious breakfast and sharing a "can do attitude" helps children perform better on tests.

Textbooks/Student Books/Library Books:

Textbooks/student books/library books are furnished at public expense to each student. The student is responsible for the proper care and return of the books. A fine will be charged for the loss, destruction, or misuse of any book(s) issued to a student. If a student changes a teacher or withdraws from school, the student must return all books that were issued by the former teacher. Parents are encouraged to locate a special place at home for a student to keep texts and library books to prevent loss. Final report cards will not be issued if all textbooks/library books are not returned or paid for.

Transportation:

Student transportation is a privilege extended to students who qualify for transportation pursuant to statute 22-16-2 NMSA 1978 Compilation. The walking regulation for Kindergarten through fifth grade students is one mile, one way. Students living within a one-mile radius of the school are required to walk, unless the State designates a closer area as hazardous for walking. **If your student is within the "safe walk zone" and you wish for your child to walk, you must come into the office, provide ID and write a letter stating that your child has permission to walk home.** Students who ride the school bus are expected to obey all state and local regulations governing student transportation. Kindergarten students must have an adult meet them at their bus stop for pickup. If an adult is not there, the students will be taken back to school. These rules and regulations apply to daily transportation to and from school and on school sponsored activity field trips. Bus drivers will review bus rules with the students. Students who do not follow bus rules and procedures will be issued a Bus Conduct Report by the driver. Students who fail to correct their behavior on the bus and endanger the safety of other passengers will be referred to the principal or assistant principal, or his/her designee, for further action. This action may include the loss of bus privileges (Bus Suspension) in

which case the parents are responsible for transporting their child to school. Conferences will be held with the student and parent/guardian to develop a plan to correct the behavior.



Transfers/Withdrawing:

To withdraw a student from school, the parents/guardians are asked to provide one-day advance notice to the office. Parents will complete a withdrawal form with the school secretary. All textbooks, library books and school materials must be returned to school. Book fines or cafeteria charges must be paid when a student withdraws from school. Records will be forwarded to the receiving school when a parent release is received, and all school fees are paid.

Video Monitoring:

A televised security system continually monitors the entire school campus. This system includes cameras and televised monitors in the main office as an additional safety measure.

Student Support Services

Counseling Services

Counseling services are available to all students. Our counselor works with students, families and staff to promote successful school experiences for our children. Activities focus on self-esteem, responsible choices, work habits and other topics. Parents may contact the office to arrange an appointment with our counselor.

Health Services

The Mountainair Public Schools employs nurses to provide essential health services. The school nurse works with students, staff and parents to provide current information on health, hygiene, and safety. The nurse conducts vision/hearing screenings and maintains health records for all students. According to District Policy, **NO MEDICATION OF ANY KIND** (including aspirin, throat lozenges, and over the counter drugs) can be administered at school without a written order from a doctor and parent.

Library Services



All students visit the library on a scheduled basis. The library assistant provides activities to encourage reading as a lifelong learning skill. Students should accept the responsibility for the safekeeping and care of library books.

To avoid lost books, we suggest that parents select a special place at home for library books.

Physical Education



Students are provided with a range of activities to promote fitness and good health through our physical education program. Our physical education instructor designs well-rounded programs based on the developmental needs of our students. The programs provide opportunities for students to develop responsibility through cooperative play. Our students also participate in physical fitness assessments during the school year. Girls need to wear leggings, short pants or shorts under dresses on scheduled PE days.

Special Education Services

Mountainair Schools provide a full range of Special Education Programs to those students who meet eligibility requirements established by the State of New Mexico. Students qualify for placement only after an appropriate referral and diagnostic evaluation is completed. Prior to any recommendation for testing, the classroom teacher works with parents and school staff to explore ways to meet the student's needs through the Student Assistance Team (SAT). Parents will be informed if a student is recommended for diagnostic testing and must give permission before testing takes place. Following testing, parents will be invited to a meeting to discuss the results and any program recommendations. Parental permission is required prior to placement in any Special Education Program.

Student Assistance Team

The Student Assistance Team (SAT), which includes school staff, parents, and the student (when appropriate), is a team that utilizes a positive, problem-solving intervention process. The purpose of the SAT is to create a learning environment that contributes to the achievement, well-being, and success for students. This is a general education process that uses a systematic, positive, problem-solving approach to clarify problems and concerns, develop strategies to address areas of need, mobilize and coordinate resources, provide for a system of accountability with measurable outcomes and lead to success for all students.

SAT assists students by ensuring that the school and community are doing everything possible to help students succeed. Students are most successful when there is a strong spirit of cooperation between home, school, and community. Based on this shared responsibility, the SAT meets to explore possibilities and strategies that will best meet the educational needs of students, and that supports teachers and parents. The SAT includes the most important people in the student's life; parents or caregivers, teachers, counselors, specialists, wellness staff, school administrators or designees, and any other school or community members who can provide support. SAT intervention plans require participants to look at the student in a holistic manner. Each element in the SAT process provides essential information that assists the team in developing a successful intervention plan based upon student strengths.

Technology

Mountainair Elementary School is equipped with iPads for integrated technology experiences within the academic setting.

Staff receives training on a regular basis to sustain up-to-date knowledge with new software and hardware.



Appendix A- Handbook Acknowledgment Form
Mountainair Elementary School
Parent-Student Handbook
2024-2025

This can be found in Mountainair Public Schools App: click on the documents tab, then click on Mountainair Elementary School folder, and then click on the Parent-Student Handbook

I, _____, have read and understand the disciplinary (Student's Name-Please Print) policies found in the Mountainair Elementary School Parent-Student Handbook for the 2023-2024 school year.

Student's Signature **Date**

I, _____, have read and understand the disciplinary (Student's Parent/Guardian's Name-Please Print) policies found in the Mountainair Elementary School Parent-Student handbook for the 2023-2024 school year.

Parent/Guardian Signature **Date**



Mountainair Public Schools Student Behavior
Handbook
2024-2025

This can be found at mountainairpublicschools.net.

I, _____, have read and understand the disciplinary (Student's Name-Please Print) policies found in the Mountainair Public Schools Online District Handbook for the 2023-2024 school year.

Student's Signature **Date**

I, _____, have read and understand the disciplinary policies (Student's Parent/Guardian's Name-Please Print) policies found in the Mountainair Public Schools Online District Handbook for the 2023-2024 school year.

Parent/Guardian Signature **Date**

Appendix B: Dental Form

Student Dental Examination Form

2024-2025

Upon initial enrollment in a district, New Mexico Administrative Code (NMAC) requires schools to verify records of dental examination. A dental examination within the past calendar year is required for enrollment into a district or charter school.

Mountainair Elementary School is dedicated to promoting the health of our students. We recognize oral health care is essential for general wellbeing and can have a significant impact on overall health. According to the Centers for Disease Control and Prevention (CDC), tooth decay is one of the most common chronic diseases of childhood in the United States. Left untreated, it can cause pain and infections that may lead to problems with everyday activities like eating, talking, playing, and learning. Routine oral health care such a dental visit, daily oral hygiene, healthy eating and consuming of water can help prevent tooth decay and other oral health conditions.

Student Name: _____

Student DOB: _____

Please check the applicable response below:

_____ I confirm that my child has received a dental examination within the last calendar. I will provide the Mountainair Elementary School with satisfactory proof of the dental examination my child received.

_____ My child has not received a dental examination within the last calendar year. I understand my child cannot be enrolled into school without a dental examination within the last calendar year. I will schedule my child a dental examination and provide satisfactory proof of the examination to the school. When we receive proof of the dental examination, the enrollment process can continue.

Parent/Guardian Signature: _____ Date: _____

Are you interested in learning more about oral health resources for your child? Please contact the New Mexico Department of Health Office of Oral Health at 505-827-0837.

APPENDIX C- Dress Code

All staff will be involved in dress code enforcement, Students who may be considered in violation of the dress code will be referred to the office. Parents may be called to bring clothes for their student.

PANTS

Must be worn above hips, no larger than 1 inch around the waist, standard leg size, hemmed, and length no longer than mid-heel.

SHIRTS

Must be sized correctly and fit appropriately.

SHORTS & CAPRIS

Must fit at waist and be hemmed. Shorts must be no shorter than 3 inches above the knee, even with leggings/tights.

DRESSES & SKIRTS

Dresses and skirts must be no shorter than 3 inches above the knee.

Additional Information

Body Art: No writing on body parts or tattoos (fake).

Shoes: High heels higher than 1 or ½ inches, heeled shoes (shoes with rollers on them), flip flops, open toe shoes, or shoes without back straps will not be allowed due to safety issues. No bedroom slippers or anything distracting.

PE: Students must wear or bring gym shoes on PE day. Girls need to wear leggings, short pants or shorts under their dresses on PE day.

Make-up: No make-up (including lipstick).

Appendix D: Drop-Off Procedures and Pick-Up Procedures

Drop-Off and Pick-Up to the West side of the school on Corbett and J.W. Shaw

Pre-K – 5th Grade Drop-Off Procedures

- **For Drop-Off only- enter from Highway 60**
- Drop-Off will be on Corbett directly behind the south playground basketball court
- If buses are present, please exit onto **J.W. Shaw**
- Watch for students and buses
- Always proceed with caution

Pre-K – 5th Grade Dismissal Procedures for Parents

(For the safety of everyone, please always proceed with caution)

- Parents will line up facing East on J.W. Shaw Street. They will remain parked until all buses have been dismissed. All older siblings will be grouped with younger siblings at dismissal time
- Teachers on duty will guide parents towards the West gate to load students on the right side of their vehicles
- When your child(ren) are loaded, please follow the vehicle in front of you and proceed to W. Beal to exit

Appendix F: MES Renaissance Rubrics

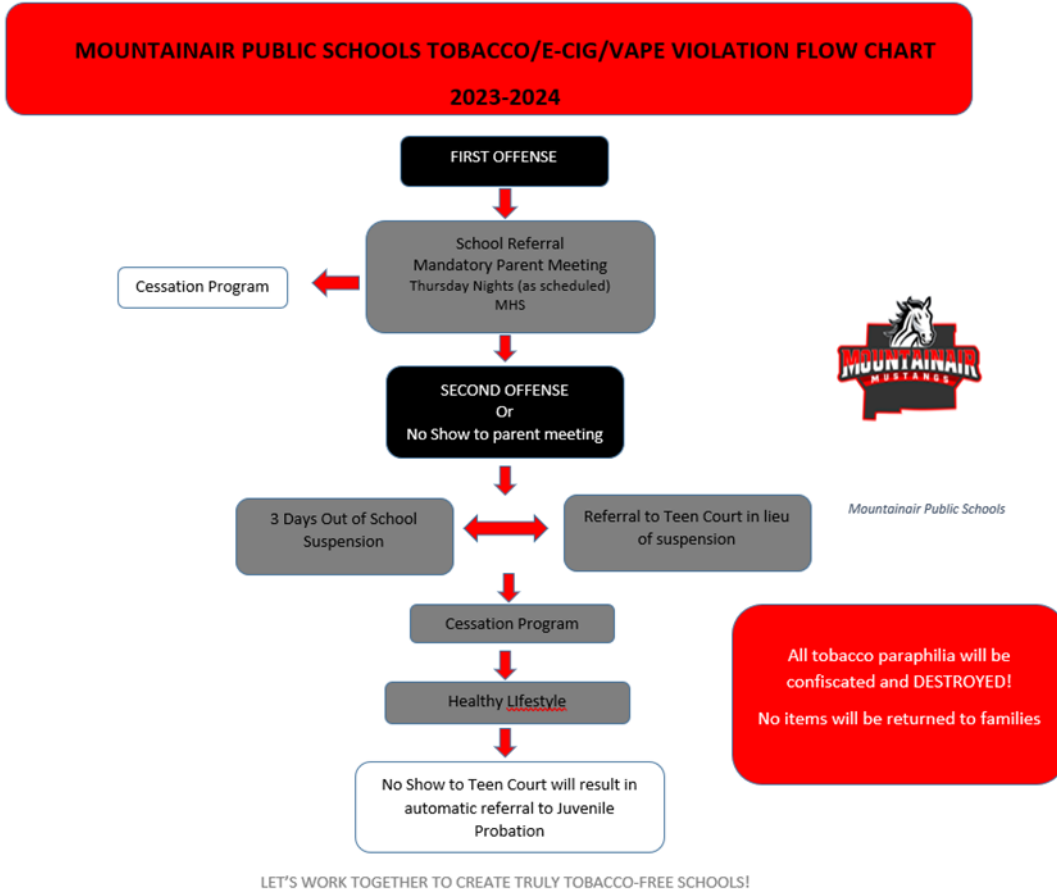
January:

Mountainair Elementary School Renaissance Rubric					
Teacher Name:					
Student Name:					
Date:					
	0	1	2	3	Total for Row
MAP Score: Reading	No progress from last Reading MAP	1-10 Points Growth	11 or More Points Growth or Increased Level	At or Above Grade Level or Increase of Two Levels	
MAP Score: Math	No progress from last Math MAP	1-10 Points Growth	11 or More Points Growth or Increased Level	At or Above Grade Level or Increase of Two Levels	
Grades	C's or Below	All B's	A's and B's	All A's	
Behavior	Student discipline referral = 0 points	Teacher Discretion <ul style="list-style-type: none"> • Phone Calls • Hot Slips • Notes • Etc. 	Teacher Discretion <ul style="list-style-type: none"> • Phone Calls • Hot Slips • Notes • Etc. 	NO Student discipline referral = 3 points	
Attendance	91% or Below	92%-94%	95%-97%	98%-100%	
Total for all areas combined					
Circle the level of Renaissance this student achieved.					
Mustang Card- 12-15 points Red Card- 8-11 points Silver Card- 4-7 points Black Card- 1-3 points					

May:

Mountainair Elementary School Renaissance Rubric					
Teacher Name:					
Student Name:					
Date:					
	0	1	2	3	Total for Row
MAP Score: Reading	No progress from BOY Reading MAP	1-10 Points Growth	11 or More Points Growth or Increased Level	At or Above Grade Level or Increase of Two Levels	
MAP Score: Math	No progress from BOY Math MAP	1-10 Points Growth	11 or More Points Growth or Increased Level	At or Above Grade Level or Increase of Two Levels	
Grades	C's or Below	All B's	A's and B's	All A's	
Behavior	Student discipline referral = 0 points	Teacher Discretion • Phone Calls • Hot Slips • Notes • Etc.	Teacher Discretion • Phone Calls • Hot Slips • Notes • Etc.	NO Student discipline referral = 3 points	
Attendance	91% or Below	92%-94%	95%-97%	98%-100%	
Total for all areas combined					
Circle the level of Renaissance this student achieved.					
Mustang Card- 12-15 points Red Card- 8-11points Silver Card- 4-7 points Black Card- 1-3 points					

Appendix G- MPS Tobacco Flow Chart



Appendix H: Student Calendar

Mountainair Public Schools 2024-2025 Student Calendar

August 2024 (15)						
Su	Mo	Tu	We	Th	Fr	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 2024 (17)						
Su	Mo	Tu	We	Th	Fr	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					

October 2024 (20)						
Su	Mo	Tu	We	Th	Fr	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 2024 (12)						
Su	Mo	Tu	We	Th	Fr	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

December 2024 (13)						
Su	Mo	Tu	We	Th	Fr	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				

January 2025 (15)						
Su	Mo	Tu	We	Th	Fr	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	

February 2025 (16)						
Su	Mo	Tu	We	Th	Fr	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	

March 2025 (14)						
Su	Mo	Tu	We	Th	Fr	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					

April 2025 (17)						
Su	Mo	Tu	We	Th	Fr	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			

May 2025 (13)						
Su	Mo	Tu	We	Th	Fr	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

June 2025						
Su	Mo	Tu	We	Th	Fr	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					

July 2025						
Su	Mo	Tu	We	Th	Fr	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		

First Day of School: Monday August 12th
 Labor Day Observed: September 2nd
 Thanksgiving Break: 11/25-11/28
 Winter Break: 12/23/24-1/06/25
 MLK Day Observed: 1/20/25
 President's Day Observed: 2/17/25
 Spring Break: 3/24-3/27

April Break: Monday April 21st
 Last Day of School: May 22nd
GRADUATION DAY: May 23rd
 Dec. 19th & 20th are 1:30 Dismissal
 May 21st & 22nd are 1:30 Dismissal

1st Quarter: 8/12-10/10= 39 days
 2nd Quarter: 10/14-12/20=38 days
 3rd Quarter: 01/07-03/12= 38 days
 4th Quarter: 03/13-05/22= 37 days
 152 days
 Board approved 3-26-24

End of Grading Period
 Parent-Teacher Conferences (2)
 Monthly Board Meetings at 6 pm CO