



Del Norte
ELEMENTARY SCHOOL

2023 -2024

**Uniting with Community to
Build Bright Futures**

This booklet provides basic information regarding Del Norte Elementary policies and procedures. For additional information and further clarification, please contact the Principal or Assistant Principal.

Main Office: 505-721-5200

Fax: 505-721-5299

Website: <https://dne.gmcs.k12.nm.us/>

Welcome to Del Norte Elementary!

Dear Del Norte Families,

Welcome to the 2023-2024 school year at Del Norte Elementary School. We are honored to have the opportunity to lead a school with such rich tradition of education and support for our student success!

We believe that one of the most important aspects of an administration team is to build meaningful relationships with students, families and staff as well as the greater community. We have found that students and parents really appreciate a person who genuinely invest in them by listening and by being fair and consistent. It will be particularly important for us to make sure that you and your child feel safe and respected at our school.

We strive to provide an atmosphere that promotes high amounts of learning on a daily basis. Our Del Norte team will work hard to make sure our students are literate, problem solvers, who as agents of change, grow and learn to spread positivity in our community and our world.

As your administration team, it is important that everyone who steps through our doors feels welcome! This attitude enables us to meet the challenges of academic excellence in a positive, engaging, and nurturing environment.

This booklet was prepared to answer questions you may have about Del Norte Elementary. We look forward to working with you and your children to ensure a successful year. Please feel free to call with questions at 505-721-5200 or check the GMCS website for the Student Handbook.

Let's have a great school year!

Mrs. Mowrer, *Principal*

Mrs. Lee, *Assistant Principal*

Del Norte Elementary School Information

Del Norte Elementary School

700 W Wilson

Gallup, NM 87301

505-721-5200



Del Norte Office Hours: 7:15 AM – 3:15 PM

Del Norte Breakfast Served (M-W): 7:35 – 8:00 AM (*In Classroom*)

Monday – Wednesday School Hours: 7:40 AM – 2:50 PM

Tardy bell rings at 7:45 AM

Del Norte Breakfast Served (TH-F): 8:50 – 9:10 AM (*In Classroom*)

Thursday – Friday School Hours: 8:50 AM – 2:50 PM

Tardy bell rings at 9:00 AM

<https://dne.gmcs.k12.nm.us/>

Del Norte Vision Statement

We are a school community that empowers students to be agents of change.

Del Norte Mission Statement

We are committed to creating an atmosphere of academic excellence. We set high expectations, provide relevant instruction, and forge positive relationships by actively involving students, families, and community members of all cultures. Students will discover their potential to be agents of change by experiencing success today and in their future endeavors.



Del Norte STAR Pledge:

S – Show respect

T – Target innovation

A – Applaud perseverance

R – Respond with integrity

Schedule and School Calendar



GALLUP-McKINLEY
COUNTY SCHOOLS

Independence Day
07/04/2023

| JULY '23 | | | | | | |
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| JANUARY '24 | | | | | | |
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| 28 | 29 | 30 | 31 | | | |

Winter Break
01/01-02/2024
Data Day
01/03/2024
Students Return
01/04/2024
Report Cards
01/05/2024
Martin Luther King Jr. Day
01/15/2024

First Day for Staff
08/01/2023
First Day of School
08/03/2023

| AUGUST '23 | | | | | | |
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| FEBRUARY '24 | | | | | | |
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| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
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Presidents' Day
02/19/2024

Labor Day
09/04/2023

| SEPTEMBER '23 | | | | | | |
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| MARCH '24 | | | | | | |
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Spring Break
03/10-17/2024
End of Third Quarter
03/08/2024
Parent Teacher Conference
03/25/2024
Report Cards
03/25/2024

Fall Break
10/12-13/2023
End of First Quarter
10/11/2023
Data Day
10/16/2023
Parent Teacher Conference
10/23/2023
Report Cards
10/23/2023

| OCTOBER '23 | | | | | | |
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| APRIL '24 | | | | | | |
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Navajo Sovereignty Day
04/22/2024

Election Day
11/07/2023
Veterans Day
11/10/2023
Thanksgiving Break
11/20-24/2023

| NOVEMBER '23 | | | | | | |
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| MAY '24 | | | | | | |
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Memorial Day
05/27/2024

End of Second Quarter
12/19/2023
Winter Break
12/20-29/2023

| DECEMBER '23 | | | | | | |
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| JUNE '24 | | | | | | |
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Last Day of School/End of Fourth Quarter
06/06/2024
Teachers Last Day of Work
06/06/2024
Report Cards
06/06/2024
Juneteenth
06/19/2024

Important School Dates

Every Thursday and Friday is a late start day at 9:00 am.

| | |
|--------------|---------------------------------|
| Aug. 3 | School starts |
| Sept. 4 | Labor Day – No school |
| Oct. 12-16 | Fall Break/Data Day – No school |
| Oct. 23 | Parent/Teacher Conference |
| Nov. 7 | Election Day – No school |
| Nov. 10 | Veteran’s Day – No school |
| Nov. 20-24 | Thanksgiving Break |
| Dec. 20 - 29 | Christmas Break |
| Jan. 1-3 | Winter Break |
| Jan. 4 | School resumes |
| Jan 15 | MLK Day – No school |
| Feb. 19 | Presidents’ Day |
| March 11-15 | Spring Break |
| March 25 | Parent/Teacher Conference |
| April 22 | Navajo Sovereignty Day |
| May 27 | Memorial Day |
| June 6 | Last day of school |

Del Norte Elementary Staff

| | | | |
|----------------------------|---------------------|--------------------|-----------------|
| Principal | Cynthia Mower | Counselor | Matthew Shade |
| Assistant Principal | Olivia Lee | Counselor | Debbie Johnson |
| Dean | <i>Vacant</i> | Secretary | Retha Reige |
| Pre-School | Veroniqua Gomez | Secretary | Kim Corral |
| Pre-Kindergarten | Shannon Yellowhorse | Book Keeper | Ophelia DuBoise |
| Kindergarten | Leandra Chee | | |
| Kindergarten | Laura Rodriquez | | |
| Kindergarten | Angela Karpinsky | | |
| First Grade | Kim Hilderman | | |
| First Grade | Rosalinda Giango | | |
| First Grade | Cecily Langendorf | | |
| Second Grade | Stephanie Chapman | | |
| Second Grade | Susan Faz | | |
| Second Grade | Anita Blum | | |
| Third Grade | Shermaica Castillo | | |
| Third Grade | Josh Beedy | | |
| Fourth Grade | Carrie Merrit | | |
| Fourth Grade | Melissa Salazar | | |
| Fourth Grade | Alicia Salcido | | |
| Fifth Grade | Michelle Brown | | |
| Fifth Grade | Stacey Fruchey | | |
| Fifth Grade | Kathleen McKenzie | | |
| Resource | Janet Aqui | | |
| Resource | Kay Smith | | |
| LIDs | Mian Taylor | | |
| Art | Charity Jefferies | | |
| Music | Jake Walters | | |
| Navajo Language | Lisa Bahe | | |
| Physical Education | Thedeous Tah | | |
| Spanish Language | JP Vidal | | |
| Speech/OT | <i>Vacant</i> | | |

Attendance Regulations

Attendance

Per district policy, an excused absence is:

1. Illness
2. Family Emergency – court hearing, funeral of immediate family member
3. Cultural Ceremony

A letter or phone call from a parent or guardian is required the first day a child is absent from school in order for the absence (above) to be considered “excused.”

Del Norte Elementary will require documentation on the third consecutive absence in order for it to be “excused.” This documentation can include:

1. Doctor’s Note
2. Dental Note
3. Letter from a Medicine Man

A phone call or note from home will not be enough to excuse an absence, after the second excused absence has occurred the previous day. In other words, we will only excuse the first and second day a child is absent as long as we receive correspondence from a parent or guardian. Days that immediately follow the second excused absence will require documentation for them to be excused.

We also understand that circumstances arise that are beyond your control. Under certain circumstances, it is necessary for us to handle absences on a case-by-case basis. Please contact the building Principal if you feel an absence should be excused without documentation.

New Mexico Attendance for School Success Act

School attendance is priority at Del Norte Elementary. Below are the procedures we follow regarding unexcused absences in accordance with the New Mexico Compulsory School Attendance Law (22-12A-1 NMSA, 1978).

Tier 1 - Early Warning: When student has **3-7 absences**, a call is made to parent or guardian. Meeting set up with counselor.

Tier 2 - Individual Prevention: When student has **9-17 absences**, a Student Information System (SIS) letter is generated and sent home. In addition, the student will be referred to the Student Assistance Team (SAT) for a meeting to discuss how the child can be supported by the school and future consequences. Parent(s) and guardian(s) will be invited to attend and participate in the meeting.

Tier 3 - Early Intervention: When student reaches **18 absences**, a second SIS letter is generated and sent home. SAT meeting held to create a specific intervention and monitoring plan with non-punitive consequences for student, and the contract is signed by all.

Tier 4 – Intensive Support: When student has **36 absences**, a third SIS letter is generated and sent home. SAT meets with student and parent/guardian to establish and identify supports needed and non-punitive consequences. All are apprised of consequences for further absences.

Failure to Respond to Intensive Supports: A fourth SIS letter is generated and sent home. The Superintendent and School Board are notified. Referral made to JPO for investigation for possible CYFD referral.

Tardy Policy

Excessive tardies prevent our students from fully engaging in learning that takes place at the beginning of the day. Please ensure your child is at school no later than 7:45 am Monday. The tardy bell rings at 7:45 am. Students who are tardy must be escorted into the building and checked-in by an adult. The student will be given a tardy pass to be admitted to class.

Please do not send a tardy child in to the school alone.

Students who have good attendance are more successful academically, have better peer relationships, develop healthy habits, and feel they are an important part of the school community. We encourage you to have your child at school and on time, each and every day.

Arrival and Dismissal

Parking

Please do not park in areas designated for student drop-off/pick-up or the bus lane and handicap spots.

School Arrival

Please *do NOT* drop off students at school before 7:35am. The staff is not on duty. On two-hour delay days, please do not drop off students before 9:35am.

Check-Outs

Student check-outs are permitted until 2:00pm. Only those listed on the PA1 form may check-out or pick up a student. Identification may be requested as a matter of safety for our students.

Transportation Changes

If there are changes in your child's transportation needs, such as a bus rider who will be picked up, please contact the school office. You may also write the classroom teacher a note so the message can be delivered to the proper staff. The office must be notified of all transportation changes for students no later than 2:00pm.

Student Discipline and Code of Conduct

Discipline

Students are to behave and interact with others in a safe, healthy, and appropriate manner. The policies and procedures listed in the GMCS Student Behavior Handbook will be enforced. A copy is available for your review on the GMCS website at www.gmcs.org.

Bullying

Bullying will not be tolerated at Del Norte Elementary. All policies and procedures will be strictly followed according to the policies and procedures outlined in the GMCS Anti-Bullying Guidance Document. A copy is available for your review in the office or on the website at www.gmcs.org.

General Misbehaviors:

- Possession of any electronic device
- Profane/vile language and/or gestures
- Refusal to follow reasonable directions
- Theft of minor items such as school supplies
- Clothing that is disruptive and not in accordance with school dress code
- Public display of affection
- Misuse of technology
- Ditching
- Cheating and/or plagiarism

Flagrant Misbehaviors:

- Violation of GMCS Anti-Bullying policies
- Possession of firearms
- Possession of weapons
- Physical attack (student to student and/or student to staff)
- Sexual Attack
- Disruptive/Dangerous tactics
- Gang activity
- Fighting
- Aggressive confrontation

- Forgery
- Abusive language/gestures
- Criminal activity
- Possession and/or use of Intoxicating Substance
- False reports

This list is not all inclusive. Other situations may arise and are addressed in the GMCS Student Behavior Handbook.

Electronic Devices and Personal Belongings

As per GMCS policy, electronic devices shall be kept out of sight and silenced or powered off during the instructional day unless otherwise permitted by district, school or teacher procedures. Use of personal electronic devices that disrupt the instructional day or include unauthorized use during the school day shall be prohibited. Personal electronic devices (cell phones, headphones) and/or other personal belongings (ex. toys, cards, fidget spinners, etc.) are NOT to disrupt the educational process, if disruption occurs the item will be confiscated.

Examples of prohibited use and/or items:

- Bluetooth Speakers
- Laser Pointers
- Making/Receiving Calls During Instruction
- Taking Pictures
- Cyber Bullying over Devices
- Texting during Instruction, or during the school day

1st Offense: Parents may retrieve the device or other item listed above from the administrative office at the end of the day.

2nd Offense: Parents may retrieve the personal electronic device seven (7) days after confiscation.

3rd Offense: The personal electronic device will be kept for the remainder of the school year. Parents may retrieve the device at the end of the semester.

The school/district is not responsible for electronic devices and personal belongings that are damaged, stolen, or lost.

Bus Discipline

Students can receive a referral from the bus driver for not complying with the bus safety rules and/or the GMCS Student Behavior Handbook. Misbehaviors that occur on the bus or as students walk back and forth from home to the bus stop can result in suspension from the bus or school.

Examples of misbehaviors on the bus include (the list below is not all inclusive):

- Out of assigned seat when bus is in motion
- Loud, unnecessary talking
- Part of body out of a window or throwing objects out of a window or door
- Inappropriate or abusive language/gestures
- Littering or spitting
- Eating or drinking on the bus
- Not following driver's instructions
- Aggressive confrontation, physical attack
- Damaging the inside or outside of the bus
- Smoking or striking matches
- Continually late to bus stop
- Failure to provide name to driver
- Students brought back after school due to no one at bus stop (kindergarten, first, second grade students)

Bus Policy

To ensure a positive experience with district transportation:

1. Be at the correct bus stop **10 minutes** before the bus is scheduled to arrive. Stay off the road while waiting for the bus and wait until the bus comes to a complete stop before getting on.
2. Students must ride the bus they are assigned to and get on and off at the assigned bus stop.
3. Students who get picked up, live outside of the attendance area (based on parent(s) physical address), or are not registered, may not ride the bus.
4. If a child is not to ride the bus on a given day, call the office and speak in person to one of the office staff. Please call before **2:00 pm** so this change can be communicated to the appropriate staff.

If you have any questions about bus rules and policies contact the bus barn at 721-2252.

Del Norte Core Values (STARs)

At Del Norte, our work is guided by a set of core values. These values are expected to be demonstrated by students and staff:

Uniting with *our* community to build bright STARs

Del Norte STAR Pledge:



S – Show respect

T – Target innovation

A – Applaud perseverance

R – Respond with integrity

Show Respect

- treat others as we would like to be treated
- embrace and value diversity
- celebrate individuality
- offer love and acceptance to all who enter our building
- promote an inclusive and safe school community

Target Innovation:

- foster creativity
- encourage the value of curiosity and exploration
- praise original and unique ideas
- promote high levels of critical thinking

Applaud Perseverance

- inspire and motivate others to do their best
- demonstrate and instill passion for learning
- display resilience and flexibility
- nurture optimistic perspectives

- dedicate ourselves to quality experiences

Respond with Integrity

- do what is right, even when something is difficult
- be honest with ourselves and others
- demonstrate fairness in our thoughts and actions
- fulfill our promises and our responsibilities

Parents, we would like your support in helping us maintain a positive learning environment by discussing the importance of interacting with others in a respectful manner and solving problems in a positive and productive way.

Positive Student Behavior

Del Norte Elementary advocates for positive student behavior at all times. This is a school-wide initiative that encourages and rewards positive behavior throughout the school. All students are expected to model positive behavior at all times.

This initiative includes:

- Clear and consistent behavior expectations in all areas of the school and across all grade-levels
- Positive praise and positive reinforcement techniques
- Incentives for students that promote and reward positive behavior
- School-wide themes related to positive behavior.

Student Dress Code

We strongly adhere to the district's dress code which was established to promote discipline, respect, and responsibility among all students and to maintain an appropriate school environment.

1. Sleeveless shirts are to have wider straps of 3 inches or more (no thin straps). Shirts are not to be frayed, off the shoulder, see through, low-cut in front or through the underarms, or too short in length that it bares the midriff.

2. Shorts or skirts are to be longer and are not to be shorter than 3 inches above the knee when standing straight. Pants, shorts, or skirts that have large wording on the back are not to be worn. Spandex or tight-fitting bottoms must be covered by a top which covers the rear. Pants, shorts, and skirts are to not expose underwear or bare skin. Pants are to fit properly and not be overly baggy or long.
3. Clothing, back packs, or accessories are not to display wording, symbols, pictures, and drawings that are related to gangs, violence, disrespect toward others, drugs, profanity, and inappropriately dressed people/figures. This includes but is not limited to clothing with the inscription "In Memory of..."
4. Footwear is to be securely laced up, tied, and fastened at all times. Sandals must fasten around the ankle. Shoelaces are to be long enough to be double tied but not too long to where they can be stepped on. No flip flops are to be worn.
5. Headgear of any kind (like hats, bandanas, & hairnets) and sunglasses are not to be worn. Studed accessories and chains are not permitted. Belts must fit and not extend 6 inches or more past the buckle.
6. Safety pins, straight pins, paperclips, and similar objects used as decoration or accessories on any type of attire are not permitted, for they may be considered weapons. Accessories like earrings, necklaces, bracelets, rings, and etc. must not be pointy or sharp.
7. Students are not to wear pajamas, slippers, and other clothing that are not normally worn in school or in a public setting.
8. Overcoats or trench coats are not permitted.
9. Other such items that are, in the principal's opinion, detrimental to the educational process can be prohibited. Special event day dress will be allowed at the discretion of the principal.

Safety

Building Safety and Visitors

The perimeter doors at Del Norte Elementary remain locked throughout the day. In order to ensure students' safety, all visitors to Del Norte Elementary must **enter through the front doors of the building and sign in** at the front office. Please do not go to your child's classroom during the instructional day without checking in at the office and arranging an appointment. The instructional day starts at 7:45 and ends at 2:50. As student safety is our top priority, we would like to limit the amount of visitors in the school as well as avoid interruptions to instruction throughout the day. The doors to the main building, which include classrooms, the cafeteria, and gym, are locked at 7:45 am. All visitors will have access to the administrative offices during the day.

Emergency Information

In the event of an emergency, the school must be able to contact a family member who has the authority to make decisions about your child. **Please keep phone numbers updated** on your child's school enrollment forms. Also, be sure to list other persons allowed to check out your child. If there are any special arrangements to be made regarding custody and court orders, the office will need a copy of the legal documents.

Safety and Emergency Drills

A safety plan is in a place to keep students and staff as safe as possible. Fire drills and other safety drills are practiced on a regular basis. In case of an extreme emergency, students will be evacuated to a secure location. During a lock down, no one is to enter or leave the building. A sign will be posted in the front entrance of the building stating the school is in a lock down and to return later. The building will continue to stay locked until clearance is given by Central office (please remember this is for your child's safety).

General Information

Breakfast

Breakfast is served free of cost in the classroom from 7:35-8:00am. Those who arrive to school on time benefit by having more time to eat and the energy needed to sustain until lunchtime.

Homework Expectations

Please be sure your child is given the time and a place to complete homework assigned by the teacher. Many teachers send home daily homework assignments. This is to provide students with additional practice, to inform parents of what is being taught during the day, and to encourage the value of responsibility among our students. When your child is absent, you may request work from the teacher and pick it up at the end of the school day. Please contact your child's teacher for more information.

Birthdays

Please check with your child's teacher before bringing refreshments and other items. Birthday parties can be a disruption to the educational process. Some teachers have alternative ways to celebrate. Any flowers or gifts received will be kept in the office until the end of the day. Cupcakes and/or cakes will be delivered to classrooms the last ten minutes of the day.

Holiday Parties and Celebrations

Holidays and celebrations are a very exciting time for our students. In order to promote a healthy lifestyle for our students, we ask that only nutritious, pre-packaged food and drinks be brought to classroom parties. Sodas, energy drinks and Hot Cheetos are not permitted in classrooms.

Outside food is prohibited unless arranged with the teacher in advance.

Medication

Any medication, including aspirin and cough drops that must be administered at school must be done so by the school nurse or health assistant. In order to have medicine dispensed at school, your physician needs to complete the GMCS medication form. Once the form is properly completed and is turned into the nurse/health assistant, students will be allowed to leave the classroom as needed to take medication.

Access to Records

A parent or legal guardian shall be able to inspect and review his/her child's educational files. In all cases, except as provided for in policy, a written request to see the files must be made. The parent may examine the child's records in the presence of the principal, head teacher, or school counselor. No records are allowed out of the building. All authorized individuals who view a child's school records are required to sign the signature page at the front of each file.

Grades and Synergy

Students will receive report cards each quarter as well as progress reports. Your child will be given at least two grades every week in each of the core subjects. You can monitor the academic progress of your child by logging into "Synergy" on the district website at www.gmcs.org. Username and password information can be obtained through the school office.

School Grading Policy

| | |
|--|-----|
| Classroom Participation/Engagement | 10% |
| Homework | 5% |
| Group Assignments/Projects | 15% |
| Independent Work/Formative Assessments | 40% |
| Summative Assessments | 30% |

School Closing/Delays

The local radio and news stations in the greater Gallup area will report delayed or cancelled school days. You can also call the district hotline at 721-2233.

Lost and Found

Please mark all items that your child might lose (gloves, mittens, boots, sweaters, etc.) with your child's name. Have your child check the lost and found box for missing items. At the end of the school-year, unclaimed articles are given to local charitable organizations.

Advisory School Council

Del Norte Elementary is always looking for parents to take part in the Advisory School Council (ASC). The ASC is an integral part of our school that participates in school-wide decision-making, facilitates student and family activities, and raises funds to purchase items for students in the form of activities, incentives, and awards. The group meets one or more times a quarter to plan. Please let the Principal know if you are interested in participating.

Family Involvement

You can help in the education of your child by:

- Reading with your child every night
- Providing rewards and consequences based on your child's behavior
- Using Synergy to check your child's grades
- Having conversations with your child where they express their thoughts and feelings about what they read, saw, or heard
- Volunteering to assist in the school or on field trips (refer to "Chaperone/Volunteer Policy" below).
- Attending family activities at school and in the community
- Checking your child's homework folder every evening
- Attending Open House, Parent/Teacher Conferences, Family Nights, and other meetings involving your child
- Checking in with your child's teacher frequently to understand your child's academic progress

Parent Communication Form

If you have a concern, question, or suggestion for the building Principal, please don't hesitate to call or come directly to the school. In the event the principal is not available, you may complete a Parent Communication Form.

Chaperone/Volunteer Policy

Del Norte Elementary is always excited to have parent volunteers! New Mexico state law requires all parents and/or volunteers to have a background check and be finger-printed prior to participating in any field trips or volunteer work in the classroom. You may find a copy of this policy and directions to complete the Volunteer Assignment Request in the front office. Thank you for your cooperation and support in this matter.



Del Norte
ELEMENTARY SCHOOL

We are a school community that empowers students to be agents of change.