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GENERAL INFORMATION

INTRODUCTION

Dear Jefferson Students, Parents, and Guardians:

We wish to take this opportunity to welcome all students to Jefferson Elementary School for the 2023-2024 school year. We hope that this will be a rewarding and productive year for all students.

This handbook outlines the general policies of Jefferson Elementary School. As a student/parent, you are responsible for the information contained in this handbook. Feel free to contact any member of the staff for clarification or assistance whenever necessary.

We wish you luck and hope you have a successful year as you strive to learn and grow as a Jefferson Elementary School Student.

Respectfully,

The Jefferson Elementary School Administration and Staff

Handbook belongs to:

NAME: _____

ADDRESS: _____

CITY/STATE: _____

ZIP CODE: _____

PHONE _____

GMCS SCHOOL ORGANIZATION

BOARD OF EDUCATION

Charles Long	Vice President	(505) 721-1100
Chris Mortenson	President	(505) 726-3215
Michael Shaaf	Secretary	(505) 721-1100
Priscilla Manuelito	Member	(505) 721-1100
Kevin Mitchel	Member	(505) 721-1100

CENTRAL OFFICE ADMINISTRATION

Superintendent	Mike Hyatt
Associate Superintendent of Curriculum and Instruction/Assessment	Wade Bell
Assistant Superintendent of Personnel	K'Dawn Montano
Deputy Superintendent	Jvanna Hanks II
Director of Instruction	Kristen Bischoff

ADMINISTRATION

Principal	Sasha Blanco
Assistant Principal	
Dean	Linda Anderson

MISSION STATEMENT:

Jefferson Elementary School creates a safe learning environment that encompasses social/emotional development, and rigorous academic instruction. We promote cultural diversity and family involvement to ensure student success.

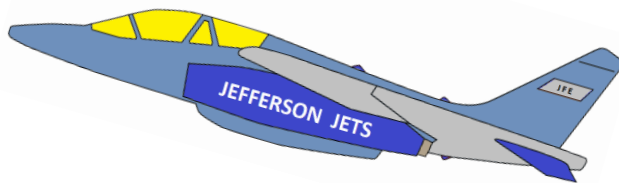
Motto: Work Hard, Be Kind, and Awesome Things will Happen. Reach for the stars Jets!

Jefferson Elementary (JFE). Our mascot is a Jet, we are delighted you are a member of our fine Jet Team. The purpose of this handbook is to provide all members with general information regarding the school's policy and procedures. The handbook is a format for communication meant to support all stakeholders

Address: 300 Mollica Drive, Gallup NM, 87301

Office Phone Numbers: 505-721-3000
505-721-3035
505-721-3096

Office Hours: 7:15-3:15, Monday-Friday



SCHOOL CALENDAR



Independence Day
07/04/2023

JULY '23						
S	M	T	W	Th	F	S
						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 '24						
S	M	T	W	Th	F	S
	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			

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						
S	M	T	W	Th	F	S
		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 '24						
S	M	T	W	Th	F	S
				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		

Presidents' Day
02/19/2024

Labor Day
09/04/2023

SEPTEMBER '23						
S	M	T	W	Th	F	S
					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

MARCH '24						
S	M	T	W	Th	F	S
					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						

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						
S	M	T	W	Th	F	S
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 '24						
S	M	T	W	Th	F	S
	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				

Navajo Sovereignty Day
04/22/2024

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

NOVEMBER '23						
S	M	T	W	Th	F	S
			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 '24						
S	M	T	W	Th	F	S
			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	

Memorial Day
05/27/2024

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

DECEMBER '23						
S	M	T	W	Th	F	S
					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 '24						
S	M	T	W	Th	F	S
						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						

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

Thursdays and Fridays-Schools will start 75-minutes after the Monday-Wednesday start times.

SCHEDULES

DAILY SCHEDULE MONDAY-WEDNESDAY

	Minutes	Kindergarten	Minutes	First	Minutes	Second	Minutes	Third		Fourth	Minutes	Fifth	Minutes	
7:45-8:00		Student Support Success		Student Support	7:45-8:00		Student Support Success	Student Support Success	7:45-8:00	Student Support Success		Student Support Success	7:45-8:00	
8:00-8:15	30	and Breakfast	30	Success and Breakfast	8:00-8:15	30	and Breakfast	and Breakfast	8:00-8:15	and Breakfast	30	and Breakfast	8:00-8:15	
8:15-8:30		Science		Core Math	8:15-8:30		Writing	Core Math	8:15-8:30	Core Math		Specials	8:15-8:30	
8:30-8:45	30		8:30-8:45		30				8:30-8:45		8:30-8:45			
8:45-9:00		HLC/ Math Interventions			8:45-9:00	45					8:45-9:00		45	
9:00-9:15			9:00-9:15		Specials		9:00-9:15							
9:15-9:30	45		75	9:15-9:30		75		9:15-9:30	75					
9:30-9:45		LOE		LOE	9:30-9:45		Core Reading	HLC/ Math Interventions	9:30-9:45	Core Math		Core Math	9:30-9:45	
9:45-10:00			9:45-10:00			9:45-10:00					9:45-10:00			
10:00-10:15	45		45		10:00-10:15	45			10:00-10:15	45		10:00-10:15	75	
10:15-10:30		Core Reading		Core Reading	10:15-10:30		Specials	Core Reading	10:15-10:30	Core Reading		HLC/ Math Interventions	10:15-10:30	
10:30-10:45			10:30-10:45			10:30-10:45					10:30-10:45			
10:45-11:00	45				45	10:45-11:00			75				10:45-11:00	45
11:00-11:15		Lunch/Recess		Lunch/Recess	11:00-11:15		Science	Science	11:00-11:15	Science		Science	11:00-11:15	
11:15-11:30	30				30	11:15-11:30			30				11:15-11:30	75
11:30-11:45		Core Math		Writing	11:30-11:45		Lunch/Recess	Lunch/Recess	11:30-11:45	Science		Core Reading	11:30-11:45	
11:45-12:00			11:45-12:00			11:45-12:00					11:45-12:00			
12:00-12:15			12:00-12:15		45	12:00-12:15					12:00-12:15			
12:15-12:30		Core Math		Science	12:15-12:30		LOE	HLC/Math Interventions	12:15-12:30	Lunch/Recess		Lunch/Recess	12:15-12:30	
12:30-12:45	75				30	12:30-12:45					12:30-12:45			
12:45-1:00		Writing		Specials	12:45-1:00		EIA Interventions	Core Math	12:45-1:00	Writing		Core Reading	12:45-1:00	
1:00-1:15	30				45	1:00-1:15					1:00-1:15		45	
1:15-1:30		Specials		HLC/ Math Interventions	1:15-1:30		Writing	Core Math	1:15-1:30	LOE/ EIA Interventions		Writing	1:15-1:30	
1:30-1:45			1:30-1:45			1:30-1:45					1:30-1:45			
1:45-2:00	45				30	1:45-2:00			75				1:45-2:00	45
2:00-2:15		ELA Intervention		ELA Intervention	2:00-2:15		HLC/Math Interventions	LOE/ EIA Interventions	2:00-2:15	Specials		LOE/ EIA Interventions	2:00-2:15	
2:15-2:30			2:15-2:30			2:15-2:30					2:15-2:30			
2:30-2:45	45				45	2:30-2:45			45				2:30-2:45	45
2:45-2:50		Wrap Up & Dismissal							Wrap Up & Dismissal				Wrap Up & Dismissal	
2:50-3:30??		Structured Planning Time												

THURSDAY-FRIDAY SCHEDULE

	Minutes	Kindergarten	Minutes	First	Minutes	Second	Minutes	Third	Minutes	Fourth	Minutes	Fifth	Minutes
7:45-8:00		Student Support Success		Student Support	7:45-8:00	Student Support Success		Student Support Success	7:45-8:00	Student Support Success		Student Support Success	7:45-8:00
8:00-8:15	30	and Breakfast	30	Success and Breakfast	8:00-8:15	and Breakfast	30	and Breakfast	8:00-8:15	and Breakfast	30	and Breakfast	8:00-8:15
8:15-8:30		Science		Core Math	8:15-8:30	Core Math		Writing	8:15-8:30	Core Math		Specials	8:15-8:30
8:30-8:45	30		8:30-8:45		8:30-8:45		8:30-8:45						
8:45-9:00			8:45-9:00		8:45-9:00		8:45-9:00						
9:00-9:15		HLC/ Math Interventions			9:00-9:15			Specials	9:00-9:15			Core Math	9:00-9:15
9:15-9:30	45		75	9:15-9:30	75	9:15-9:30	75		9:15-9:30				
9:30-9:45		LOE		LOE	9:30-9:45	Core Reading		Core Reading	9:30-9:45	HLC/ Math Interventions		Core Math	9:30-9:45
9:45-10:00			45		9:45-10:00		45		9:45-10:00		45		9:45-10:00
10:00-10:15	45				10:00-10:15		45		10:00-10:15		45		10:00-10:15
10:15-10:30		Core Reading		Core Reading	10:15-10:30	Specials		Core Reading	10:15-10:30	Core Reading		HLC/ Math Interventions	10:15-10:30
10:30-10:45			45		10:30-10:45		45		10:30-10:45		45		10:30-10:45
10:45-11:00	45				10:45-11:00		45		10:45-11:00		75		10:45-11:00
11:00-11:15		Lunch/Recess		Lunch/Recess	11:00-11:15	Science		Science	11:00-11:15	Science		Science	11:00-11:15
11:15-11:30	30		30		11:15-11:30		30		11:15-11:30		30		11:15-11:30
11:30-11:45		Core Math		Writing	11:30-11:45	Lunch/Recess		Lunch/Recess	11:30-11:45	Science		Core Reading	11:30-11:45
11:45-12:00			30		11:45-12:00		30		11:45-12:00		30		11:45-12:00
12:00-12:15					12:00-12:15		45		12:00-12:15		45		12:00-12:15
12:15-12:30			Science		LOE	HLC/Math Interventions		HLC/Math Interventions	12:15-12:30	Lunch/Recess		Lunch/Recess	12:15-12:30
12:30-12:45	75		Specials	12:30-12:45			45		12:30-12:45		45		12:30-12:45
12:45-1:00		Writing		Specials	12:45-1:00	ELA Interventions		Core Math	12:45-1:00	LOE/ ELA Interventions		Writing	12:45-1:00
1:00-1:15	30		45		1:00-1:15		45		1:00-1:15		45		1:00-1:15
1:15-1:30		Specials		HLC/ Math Interventions	1:15-1:30	Writing		Core Math	1:15-1:30	LOE/ ELA Interventions		Writing	1:15-1:30
1:30-1:45			45		1:30-1:45		30		1:30-1:45		30		1:30-1:45
1:45-2:00	45				1:45-2:00		30		1:45-2:00		75		1:45-2:00
2:00-2:15		ELA Intervention		ELA Intervention	2:00-2:15	HLC/Math Interventions		LOE/ ELA Interventions	2:00-2:15	Specials		LOE/ ELA Interventions	2:00-2:15
2:15-2:30			45		2:15-2:30		45		2:15-2:30		45		2:15-2:30
2:30-2:45	45				2:30-2:45		45		2:30-2:45		45		2:30-2:45
2:45-2:50		Wrap Up & Dismissal						Wrap Up & Dismissal					
2:50-3:30??		Structured Planning Time											

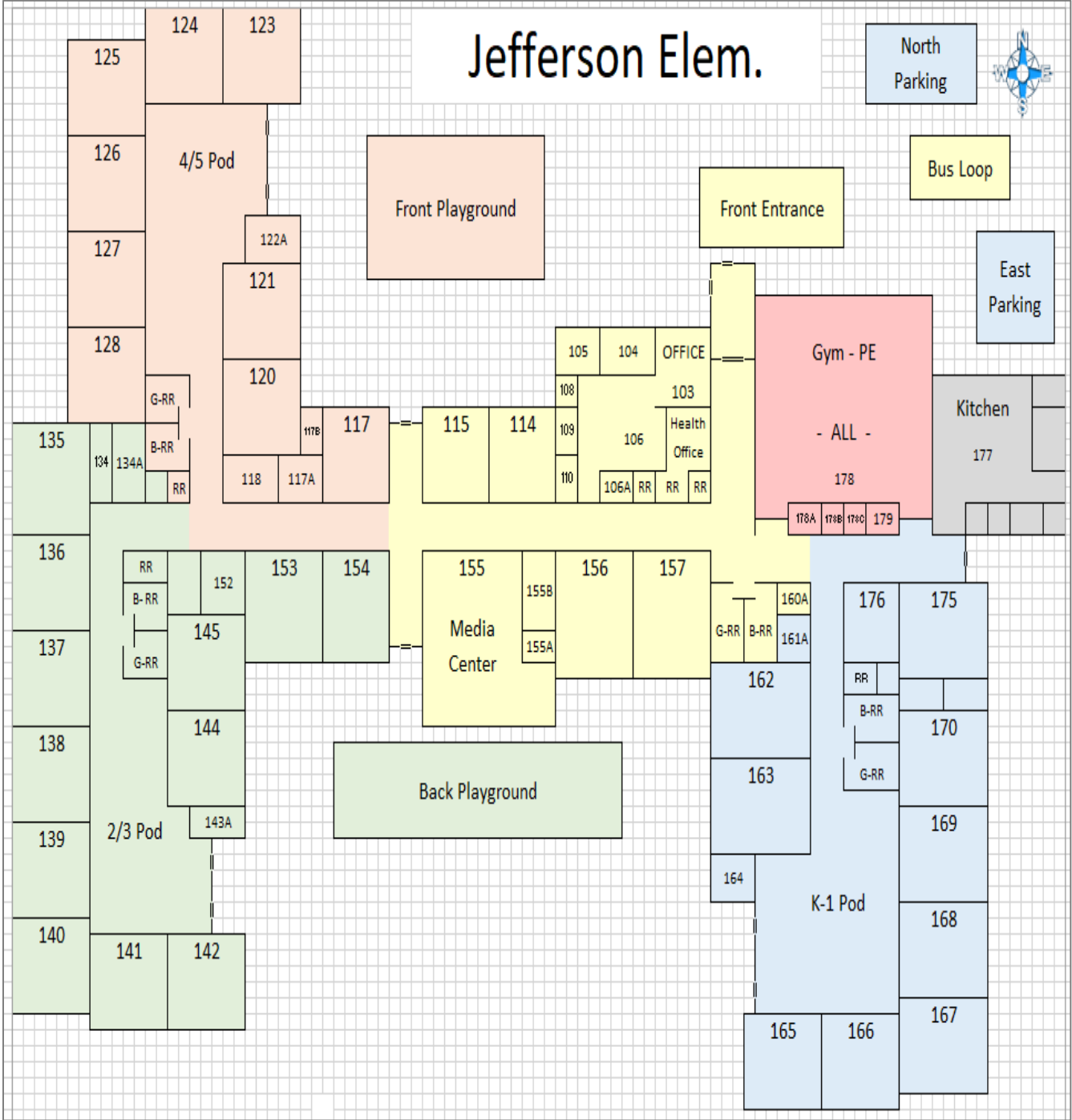
2-HOUR DELAY SCHEDULE

	Minutes	Kindergarten	Minutes	First		Minutes	Second	Minutes	Third		Fourth	Minutes	Fifth		Minutes	
9:45-10:00		Student Support Success and Breakfast		Student Support Success and Breakfast	9:45-10:00		Student Support Success and Breakfast		Student Support Success and Breakfast	9:45-10:00		Student Support Success and Breakfast		Student Support Success and Breakfast	9:45-10:00	
10:00-10:15	30		30		10:00-10:15	30		10:00-10:15		30	10:00-10:15		30		10:00-10:15	30
10:15-10:30		HLC/ Math Interventions		LOE	10:15-10:30		LOE		Writing	10:15-10:30		Writing		Specials	10:15-10:30	
10:30-10:45	30		30		10:30-10:45	30		10:30-10:45		30	10:30-10:45		30		10:30-10:45	30
10:45-11:00		Writing		Core Reading	10:45-11:00		Writing		Specials	10:45-11:00		LOE/ ELA Interventions		HLC/ Math Interventions	10:45-11:00	
11:00-11:15	30		30		11:00-11:15	30		11:00-11:15		30	11:00-11:15		30		11:00-11:15	30
11:15-11:30		Lunch/Recess		Lunch/Recess	11:15-11:30		Core Reading		Core Reading	11:15-11:30		HLC/ Math Interventions		Core Math	11:15-11:30	
11:30-11:45	30		30		11:30-11:45	30		11:30-11:45		30	11:30-11:45		30		11:30-11:45	30
11:45-12:00		LOE		ELA Intervention	11:45-12:00		Lunch/Recess		Lunch/Recess	11:45-12:00		Core Math		Core Math	11:45-12:00	
12:00-12:15	30		30		12:00-12:15	30		12:00-12:15		30	12:00-12:15		30		12:00-12:15	30
12:15-12:30		Core Reading		HLC/ Math Interventions	12:15-12:30		Specials		Core Reading	12:15-12:30		Lunch/Recess		Lunch/Recess	12:15-12:30	
12:30-12:45	30		30		12:30-12:45	30		12:30-12:45		30	12:30-12:45		30		12:30-12:45	30
12:45-1:00		Core Math		Specials	12:45-1:00		Core Math		Core Math	12:45-1:00		Core Math		Core Reading	12:45-1:00	
1:00-1:15			30		1:00-1:15			1:00-1:15			1:00-1:15				1:00-1:15	
1:15-1:30				1:15-1:30		1:15-1:30				1:15-1:30			1:15-1:30			
1:30-1:45	60		60	1:30-1:45	60	1:30-1:45		60		1:30-1:45	60		1:30-1:45		60	
1:45-2:00		Specials		Core Math	1:45-2:00		ELA Intervention		HLC/Math Interventions	1:45-2:00		Core Reading		LOE/ ELA Interventions	1:45-2:00	
2:00-2:15	30		60		2:00-2:15	30		2:00-2:15		30	2:00-2:15		60		2:00-2:15	30
2:15-2:30		ELA Intervention		Writing	2:15-2:30		HLC/Math Interventions		LOE/ ELA Interventions	2:15-2:30		Specials		Writing	2:15-2:30	
2:30-2:45	30		30		2:30-2:45	30		2:30-2:45		30	2:30-2:45		30		2:30-2:45	30
2:45-2:50		Wrap Up & Dismissal					Wrap Up & Dismissal				Wrap Up & Dismissal			2:45-2:50	5	

SPECIALS ROTATION SCHEDULE Q1

Quarter 1 Specials Rotation																
Quarter 1		Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday			
Specials Rotation	SPECIAL	3-Aug	4-Aug	7-Aug	8-Aug	9-Aug	10-Aug	11-Aug	14-Aug	15-Aug	16-Aug	17-Aug	18-Aug			
	PE	A	C	B	A	C	B	A	C	B	A	C	B			
	Art	B	A	C	B	A	C	B	A	C	B	A	C			
	Library	C	B	A	C	B	A	C	B	A	C	B	A			
		Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Tuesday	Wednesday	Thursday	Friday	
	SPECIAL	21-Aug	22-Aug	23-Aug	24-Aug	25-Aug	28-Aug	29-Aug	30-Aug	31-Aug	1-Sep	5-Sep	6-Sep	7-Sep	8-Sep	
	PE	A	C	B	A	C	B	A	C	B	A	C	B	A	C	
	Art	B	A	C	B	A	C	B	A	C	B	A	C	B	A	
	LIBRARY	C	B	A	C	B	A	C	B	A	C	B	A	C	B	
		Monday	Tuesday	Wedn	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday
	SPECIAL	11-Sep	12-Sep	13-Sep	14-Sep	15-Sep	18-Sep	19-Sep	20-Sep	21-Sep	22-Sep	25-Sep	26-Sep	27-Sep	28-Sep	29-Sep
	PE	B	A	C	B	A	C	B	A	C	B	A	C	B	A	C
	Art	C	B	A	C	B	A	C	B	A	C	B	A	C	B	A
	LIBRARY	B	C	B	A	C	B	A	C	B	A	C	B	A	C	B
		Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday							
	SPECIAL	2-Oct	3-Oct	4-Oct	5-Oct	6-Oct	9-Oct	10-Oct	11-Oct							
	PE	B	A	C	B	A	C	B	A							
	Art	C	B	A	C	B	A	C	B							
	LIBRARY	A	C	B	A	C	B	A	C							
Kindergarten	A-Pine	B-Touchine	C-Wenning													
First	A- Becenti	B-Vidales	C-Briggs													
Second/PreK	A-Gooden	B-Robare	C-Wenning-Blomquist													
Third	A-Aretino	B-Rose	C-Benallie													
Fourth	A-Kavanaugh	B-Buffolahead	C-Rojas													
Fifth	A-Moreno	B-Torres	C-Buggie													

BUILDING MAP



Dress Code/Prohibited Items

JEFFERSON JETS DRESSCODE 2023-2024

SHIRTS

All clothing must conceal undergarments, exposed mid-drifts, back or cleavage.

No inappropriate says/pictures on clothing

PANTS

No rips, no tears, no holes or frays.

No inappropriate says/pictures on clothing

SHORTS

Mid-Thigh length or longer (No more than 3 inches above the knees).

NO rips, no tears, no holes, or frays.

No inappropriate says/pictures on clothing

SKIRTS

Mid-Thigh length or longer (No more than 3 inches above the knees).

No inappropriate says/pictures on clothing

PROHIBITED ITEMS

Sunglasses

Cell Phones are prohibited and gaming devices.

No toys from home.

Attendance/Tardy/Check-out Policy

Attendance Goals

At Jefferson we recognize that attendance is critical for student learning. Our goal is to have a 96% overall student attendance rate. Parents we need your help to meet this goal. Please ensure that you child is here.

Jefferson Elementary Hours

Supervision for students starts at 7:25 each morning. School hours are from 7:25 AM to 2:35 PM. Breakfast in the Classroom is served from 7:45-8:15. The tardy bell rings at 7:45.

Note: Staff members are not on duty before 7:30, therefore do not drop off your child before 7:30, there is not coverage for students before 7:30.

Students who are tardy need to have a tardy slip from the office before going to class. **Parents must come in and sign their students in.**

In case of a two-hour delay, student supervision begins at 9:30, Breakfast will be served from 9:45-10:15, and students will be tardy at 9:45.

Student Safety

Parents and guardians are always welcome at school. Procedures are in place for student safety.

1. The PA2 form that parents complete each year lists who can check out your child. Students' may only be checked out by people on the PA2 form. Keep the office updated on phone numbers and address changes. Update the school with changes to the checkout information for your child. **You may be asked to show ID when checking out students.**
2. Upon visiting Jefferson, you are required to report to the office to sign in and then we will call your student down to meet with you. **During instructional hours parents and guardians are not allowed down the hallways.**

Attendance

Students must be present to learn. You must call (505-721-3000) to notify the office of an absence or send a note the next day.

2021-2022 Attendance Manuel ATTENDANCE MANUAL

This Manual is enacted to implement the requirements of New Mexico State Statutes 22-12A-1et. Seq. NMSA for "Attendance for School Success Act."

• A "school-age person" means a person who is at least five (5) years of age prior to 12:01a.m. on September 1 of the current school year and who has not received a

high school diploma or its equivalent and who has not reached the person's twenty-second (22) on the first day of the school year.

- Any parent, guardian or person having custody and control of a person subject to the provisions of the Attendance for Success Act is responsible for the school attendance of that person until that person has reached at least eighteen (18) years of age unless the person has graduated from high school, received a school equivalency credential or withdrawn on a hardship waiver.
- Each local school board and governing authority of a private school shall enforce the provisions of the Attendance for School Success Act for students enrolled in their respective schools.
- The regular school attendance of a child is required by state law. Regular school attendance is essential for success in school; therefore, absences shall be excused only for necessary and important reasons. Such reasons include but are not limited to-illness, 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.
- Absent means not in attendance for a class or school day for any reason, excused or nor excused except for interscholastic extracurricular activities.
- An unexcused absence means an absence from a class or a school day (half of the students approved program) for which the student does not have an allowable excuse.
- In the event of a necessary absence known in advance, parents/guardians are asked to inform the school
- For religious instruction and tribal obligations written consent of a parent and approval of the principal are required.
- A student may be excused for authorized reasons and time shall be provided for the student to make up work.

Each school district or charter school shall maintain an attendance Manual that:

- Provides for the early identification of students with unexcused absences, habitual truants and chronic absences and provides intervention strategies that focus on keeping truants in an educational setting and prohibit out-of-school suspension and expulsion as the punishments for truancy (22-12A-8,11,12,13 NMSA).
- Uses withdrawal as provides in 22-12A-8,11,12,13 NMSA only after exhausting efforts to keep student in an educational setting; and
- Requires that attendance be taken for every instructional day in every public school or school program in the district.

School District and Charter Schools shall report truancy, habitual truancy, and chronic absence rates to the department in a form and at such times as the department determines and shall document efforts to keep truants and habitual truants in educational settings.

2021-2022 Attendance Manuel

Resolution of the Navajo Nation Council

Section Enactment of the Navajo Sovereignty in Education Act of 2005 for school attendance:

- Every person who has a Navajo child or Navajo children under his or her care between the ages of five and eighteen years shall assure the attendance of the child or children in school. Local school governing boards shall develop programs to improve regular school attendance in compliance with this Manual.
- Any child residing in the Navajo Nation who violates the provisions of this section shall be subject to penalties prescribed in 17 N.N.C.222 and 223 for petty misdemeanors. Any Navajo minor residing in the Navajo Nation who violates the provisions of this section shall be subject to the jurisdiction of the Family Courts of the Navajo Nation.

Definitions

- School Day means a portion of the school day that is at least one-half of a student approved program
- Absent means not in attendance for a class or school day for any reason, whether excused or not, provided that "absent" does not apply to participation in interscholastic extracurricular activities
- Student Assistance Team Plan means a tiered data-informed system for public schools and school districts to identify students who are chronically or excessively absent and to aid public schools in developing whole-school prevention strategies and targeted interventions.
- Chronically absent rate means the percentage of students, in the aggregate and disaggregated by the subgroups, required for reporting pursuant to the federal Every Child Succeeds Act, in the public school and a school district who have been enrolled for at least ten days and who have missed ten percent or more of the school days since the beginning of the school year.
- Chronically absent or chronic absenteeism means that a student has been absent for ten percent or more of the classes or school days for any reason, whether excused or not, when enrolled for more than ten days.
- Excessively absent or excessive absenteeism means a student who is identified as needing intensive support and has not responded to the intervention efforts implemented by the public school.
- Excused absence means an absence from a class or school day for a death in the family, medical absence, religious instruction or tribal obligations or any other allowable excuse pursuant to the policies of the local school board.
 - o The following criteria are to be used for documenting an Excused absence:
 - Illness
 - Emergencies as approved by the principal
 - Family emergencies such as court hearings or funerals of immediate family members

- Medical Absence or medically absent means that a student is not in attendance for class or school day for a parent or doctor-authorized medical reason or the student is pregnant or parenting

2021-2022 Attendance Manuel

student.

- Unexcused absence means an absence from a class or school day for which the student does not have an allowable excuse pursuant to the Attendance for Success Act or policies of the local school board.

CULTURAL CEREMONIES APPROVED AS EXCUSED ABSENCES Zuni Student involvement in Cultural Activities

- These ceremonies will involve student help with certain chores
 - Mudhead giveaway-Month of October (no specific date) usually held on a weekend but requires and involves extended family members as well as whole community
 - Sha'lak'o- Late November through mid-part of December involves extended family members as well as whole community with Night Dances performed during Sha'lak'o and following weeks which start around 11:00 pm and last until 3:00 am/ Host families are required to feed all guests
 - Night Dances-February through May usually held on weekends involving young men participating in religious dances. Extended family members and community involved in preparation of food.
- These ceremonies will most likely involve student as participant
 - Deshkwi (Zuni Fasting) Mid December to First part of January (ten days). Students are restricted in touching others, spending money, throwing trash, building fires, and eating fatty (greasy) food. It involves the whole community, especially those involved in medicine fraternities and other religious organizations

Navajo Student Involvement in Cultural Activities

- Here is a list of ceremonies that would require students to be out of school. Most ceremonies require 4 days of reverence and sacredness after the actual ceremony. At that time students cannot be cutting items or touching other people (students). Sometimes during these four days, it is easier for parent/guardian to keep the child at home.
- The only way a student cannot go to school is if they are the immediate participant. They may be asked to help with the certain chores involving a ceremony.
- These ceremonies will most likely involve student helping with certain chores
 - Night Way-Winter Beginning of October to end of March: 9 day/night ceremony involving extended family members and community people
 - Wind Way-All Seasons: a 5 day/night ceremony involving extended family members and community people

- lightning Way-All seasons: a 5 day/night ceremony involving extended family members and community people
These ceremonies will most likely involve student as participant.
- Enemy Way (Nida', Squaw Dance)-Beginning of May to end of September: a 5 day/night ceremony and once in a while a one night ceremony. Extended family members and community people are involved
- Blackening Ceremony-All seasons: a three day/night ceremony involving immediate family members
- Blessing Way/Beauty Way-All seasons: a 3 day/night ceremony involving immediate family members

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- Kinaalda-All seasons: a 4 day/night ceremony involving extended family members and community people

If there are questions regarding the determination of absences, the Principal will make the final determination.

PROGRAM FOR PREGNANT/PARENTING STUDENTS (22-12A-9 NMSA)

- Pregnant and Parent Students should have the same educational opportunities as their peers. Such students may also need additional counseling and health services that are available through public schools.
- Pregnant students may elect to remain in the regular school program and shall not be involuntarily excluded from any part of the school program, provided, however, that reasonable safeguards are maintained both for the school's and the student's best interest.
- Pregnant students shall notify school authorities of their status as soon as it is ascertained. At least ten (10) days of medical absence may be approved for a student who provides documentation of the birth of the student's child and time shall be provided for the student to make up the work.
- Parenting Student means the father of the child.
- Pregnant and parent students of children under thirteen (13) shall be permitted four (4) days of excused absences for a child needing care upon proper documentation in accord with Manual and statute. Time shall be provided for the student to makeup schoolwork missed during the absence.

The Superintendent will establish procedures as necessary to implement this Manual.

- Parent students shall not bring their children to school during the regular school day. Student's children will only be permitted in specific classes when requested by the instructor with the approval of the building administrator. They are not to be in any other area of the school campus.

INTERVENTION STEPS

Definition of Interventions for Student Absences:

Tier 1: Early Warning is called for if a student misses between 3 and 7 classes or days of school.

Tier 2: Individual Prevention is called for if a student missed between 9 and 17 (5% or less than 10%) classes or days of school.

Tier 3: Early Intervention is called for if a student misses 18 (10% or less than 20%) classes or school days.

Tier 4: Intensive Support is called for if a student misses 36 (20%) of the classes or schooldays. Failure to respond to Intensive Support is called for if a student miss more than 36 (>20%) of the classes or school days.

Consequences for excessive absences shall not include out-of-school suspension or expulsion but should focus on intervention and fostering retention of students in the educational setting.

2021-2022 Attendance Manuel

Only after exhaustion of intervention will Gallup McKinley County School District consider withdrawal of student from membership in the school. Consulting Juvenile Probation Services (JPO) or the caseworker for child services should be accomplished before such action.

Indicators Intervention Steps to Address Absences

Tier 1: Early Warning

(<5%) 3-7 absences within a school year

- Call is made to parent or guardian
- Parent/Guardian is to meet with School Counselor/Student Success Advisor (SSA) to investigate reasons for absenteeism
- School Counselor/SSA will review the Attendance Manual with parent/guardian and have them sign that the Attendance Manual was reviewed with them.

Tier 2: Individual Prevention

(S-9%) 9 absences or

missed classes within a school year

- Student Information System letter is generated and given to parents (2 copies are made with one for parents and the other for parents to sign and given to the Attendance clerk)
- Student is placed within the Student Assistance Team (SAT) Process for Attendance Issues:
 - student's attendance history, grades and behavior are reviewed
 - student and family need to be assessed to make necessary referrals to appropriate private or public agencies for support
 - consequences of further absences reviewed with parents

Tier 3: Early Intervention

(10-19%) 18 absences or

missed classes within a school year

- Student Information System Letter is generated and given to parents (2 copies are

made with one for the parents and the other for parents to sign and given the Attendance clerk)

- Meeting to take place with the parent/guardian, student, and SAT Team to establish non-punitive consequences for student.
- SAT Team established the following:
 - a specific intervention plan for the student
 - weekly progress monitoring
 - a contract for attendance is put in place and signed by student, parent/guardian, and SAT Team members

Tier 4: Intensive Support

(>20%) 36 absences or missed classes within a school year

- Student Information System Letter is generated and given to parents (2 copies are made with one for the parents and the other for parents to sign and given the Attendance clerk)
- Meeting to take place with the parent/guardian, student, and SAT Team
- SAT Team to establish the following:
 - non-punitive consequences for the student at the school level
 - identify appropriate specialized supports needed to help the student address the underlying causes of excessive absenteeism
 - apprise the student and parent/guardian of the consequences for further absences

2021-2022 Attendance Manuel

Failure to Respond to Intensive Support

- Student Information System Letter is generated and given to parents (2 copies are made with one for the parents and the other for parents to sign and given the Attendance clerk)
- Superintendent is notified of student's failure to respond to Intensive Support.
- Superintendent notifies the School Board of the Next Steps
 - student will be referred to probation services office (JPO) of the appropriate judicial district for the purpose of Investigation
 - the office of JPO will determine whether the student should be considered a neglected child or a family in need of services
 - judgement is based upon Children's Code

ATTENDANCE for SUCCESS ACT CHECKLIST

The following is a checklist of all documents to submit for an ATTENDANCE FOR SUCCESS ACT Referral to the Juvenile Probation Office (JPO)

1. Copy of First Notification Letter to parents/guardians regarding 9 days (5-9%) absences and notice of verification that student has been placed In the Student Assistance Team (SAT) Process.
2. Copy of Second Notification letter to parents/guardians regarding 18 days (10-19%) absences and

Notice of verification that student has been placed in SAT Process. Must include documentation, including Attendance Contract that Notification Letter and Notification of SAT Meeting has been hand delivered to parents/guardians

3. Copy of the Third Notification Letter sent home to parents/guardians regarding 36 days (20%) of absences and SAT Documentation.

4. Copy of the Fourth Notification Letter to parents/guardians regarding 40 days of absences. SA. Complete ATIENDANCE for SUCCESS ACT Referral & Form with the principal signature. The reporting must include all documents in order to submit to:
Juvenile Probation Supervisor
1720 E. Aztec Ave. Suite B Gallup, NM 87301
Phone: 505-722-7857 ext. 1203 FAX: 505-722-3167

5B. Copy of all documents to be sent to Superintendent's Office for Notification to Board of Education

2021-2022 Attendance Manuel

Attendance for Success Act 22-12A-1 et. Sq. NMSA Gallup McKinley County School District

Instructions: please respond to each item even if the reply is "unknown," "none" or "non-applicable."

Student First Name: _____ Middle: _____

Last: _____

Student ID: _____ Date of

Birth: _____

School: _____

Grade: _____

Name of Principal: _____ Phone

Number: _____

Mailing Address:

Physical Home Location: (Provide map, if appropriate)

Location:

Dates of unexcused absences: attach Student Information System Attendance Report

Name of Parents/Guardians:

Parent/Guardian Contact phone number(s):

Principal Name: Principal Signature: Date:

Checkout Policy

Students cannot be checked out after 2:00 P.M.

- a. Only individuals written on the child's PA2 form can check out a child. If there are legal restrictions for a child's safety, please provide copy of the documents to the school.
- b. Any person checking out a student will need Identification to present when checking out (**Driver's License or identification with your name and picture on it**)

PARKING AND DISMISSAL PROCEDURES

Parking

Visitors park in the identified Visitor Parking area. DO NOT PARK in the red striped **Fire Lane** area in the driveway loop by the flagpole or in front of the cones. Safety is critical during drop-off and pick-up times. Towing and police may be called.

Dismissal Policy-

1. The time between 2:00 and 2:50 is very busy in the office. Therefore **All checkouts must be made before 2:00P.M.**
2. Any changes in home transportation shall be reported to the office by parent/guardian with a written note or phone call before **2:00 P.M.**
3. Bussing students will be walked to the gym and checked off by staff members before being escorted to the bus. Duty personnel will supervise the students in the basketball court area. Children will **NOT** be allowed to wait unattended outside the school or play on the playground.
4. All students shall be picked up before **3:00 PM**. Contact the office if there is an emergency preventing your child from not being picked up. **If a child is not picked up and parents cannot be contacted, social services and police will be notified after 3:00PM.**
5. Parent/Guardian members who pick-up their children need to remain in their cars and wait for their child to be called to the loading area.
6. Children are not allowed to walk to the parking lot unsupervised.

7. Walkers must have written permission from parent and will be dismissed at **2:50 P.M. after the buses leave.**
8. Bus Roster Documentation
 - a. Assigned duty personnel will mark students off for the bus daily using a Bus Roster. Staff walking students to the bus will have a list as well, to ensure students are in the correct bus line.
 - b. To ensure accountability for students riding the bus, a parent/guardian member may not take a student(s) out of line.
 - c. Bus Roster will be kept on file for reference.

Homework Policy

No homework unless the student was absent. Students should enjoy their off time with extra-curricular activities, family, friends, and the community after completing a full day of academics with the school.

TESTING

District Unit Formatives are required and given numerous times though out the year. As a district we use Mastery Connect for all District Unit formatives.

State Interim Assessment (IMSSA) takes place three times a year. Jefferson uses IMSSA data to collect individual student performance scores to show growth/skill gap areas. IMSSA helps prepare students 3rd-5th for the state NMSSA in the spring.

State Assessments ARS (Science 5th) and NMSSA (ELA and Math 3rd-5th)” are held every spring. This is the primary measure of how each school is doing, and determines the schools grade in grades 3rd-5th. This test is the basis for students receiving the Board Scholar Award. We emphasize the importance of being prepared for this test, attendance and promptness during testing week is critical.

HEALTH & PHYSICAL WELL-BEING

Vision and Hearing

Every year, most students are screened for vision and hearing. If you are contacted about concerns, please follow up. Work with your teacher to make sure your child is wearing glasses if needed. There are free or reduced-price glasses available through community agencies.

Emergencies

There are emergencies that may require Jefferson to contact a student's parent/guardian. Instances may include being taken to the hospital. We must have a working current emergency contact phone number on file.

Immunizations

New Mexico law requires that before a student may enter a school, a certificate (shot record) that documents successful immunizations against communicable diseases be provided to the school. No student may enter school without the required proof of immunizations.

Allergies and medical restrictions

Food allergies, ADHD, restrictions from activities or any extra supports recommended by your doctor qualify for protection under the American with Disabilities Act, called a 504 plan. Provide a written document from your physician to your child's counselor (Mrs. Houston). The Student Assistance Team (SAT) will set up a meeting and develop a written plan to keep your child safe at school.

Students with food restrictions, such as allergies, need a Diet Prescription form completed and provided to the school each year. There should be a new form completed and provided to the school each August.

Medication

No medication of any type is to be given to any student without proper written authorization from the physician and parent/guardian. There will be no exceptions.

Jefferson staff **will not** give out, over-the counter medications to any students at school. This includes but is not limited to: Aspirin, Tylenol, or cough drops. If your child requires medication you will need to provide a doctor's authorization or work with the school to do it here.

Hygiene

Jefferson provides free showers to children who **do not** have running water. Please contact the Nurse's office if this service would be helpful to your family to fill out the proper paperwork needed to use our facilities.

ATHLETICS

Fifth Grade Basketball

1. A completed physical is required. Students will not tryout or be allowed on the court, without a physical.
2. Sportsmanship will always be shown by players, coaches, and parents.
3. Due to liability concerns, sports will have closed practices. Parents, please cooperate with this.
4. Relatives cannot come to practice waiting for a ride home.
5. Each athlete is a student first! We expect them to attend classes and do their work.
6. Students are expected to be in class the day of practice or game. If they are not, they do not play and it will count as an absence. If there are unusual circumstances, the Principal will need to talk to the parent.
7. Athlete's grades will be checked during the season. Low grades (D's and F's) during season could result in suspension from the team until grades are brought up.
8. If an athlete is suspended from school for any offense that causes more than a 3-day suspension during the season, they will be off the team.
9. It is the job of the parents or guardians to get their son/daughter picked up from practice, in a timely manner! **Practice run Monday through Thursday and students who ride the bus may ride after practice, except on Mondays.**
10. Make sure your student eats a healthy breakfast and takes healthy foods for snacks, as needed.
11. The rules for travel are below:
 - A. You ride the bus with the team, unless permission, in writing, is granted by the principal for unusual reasons. This needs to be done 24 to 48 hours prior to trip.
 - B. If a parent checks their athlete out, to ride home, the athlete will be checked out through the coach, by individuals on the PA-2 Check Out Form,
 - C. Cell phones and other personal items will be allowed on the bus; however, they are not allowed to be taken out at school.
 - D. Jefferson will not be held accountable for lost or stolen items at school or on the bus.
12. If your child has asthma or any other condition that could or would need immediate **attention**, the coaches must know! If asthma is involved, they must keep their inhaler with them. Proper paperwork must be filled out with the school nurse concerning the inhaler use. If it is not with the student, they will not practice or play, unless there is a written note from their doctor, that an inhaler is not needed.
13. Report any injury to the coach. Especially if your child said nothing at practice, please notify the coach.

14. If a player is injured, and goes to a doctor, they must have a note from the doctor attesting to when a player can return to play or practice. Without the note, the coach will not let the player participate at any practices, games, or travel. There will be times when a coach will tell the parent that a doctor is needed.
15. If there are any questions, see the coach first and then the principal.
16. Reminder: Any athlete, coach, or parent that is ejected from a game will have to complete the following:
 - A. Suspension from attending the next game
17. All District rules will be followed.
18. Reminder: We are here to support our athletes, coaches, and staff most are volunteers. Inappropriate conversations and yelling at individuals will not be tolerate. Administration will ask individuals to leave the event or the games will be cancelled.
19. Students who have two principal referrals for behavior during the sports season will be removed from the team.
20. All fifth-grade students are allowed to play basketball, Jefferson does not cut any student who wants to play. If the teams are large we will make two teams who will play every other week so that all students get more playing time.



**GALLUP-McKINLEY
COUNTY SCHOOLS**

ELMENTARY ACTIVITIES

School Year

Student's Application:

I hereby apply for the privilege of participating in school sponsored activities. I recognize my responsibilities for participation in sport programs. I will govern myself so that my connection with activities extracurricular will bring honor to myself and the school, and I expect to be asked to withdraw from the team in the event I do not. I am financially responsible for all equipment issued to me.

Date of Birth

Grade

Student's Signature

PHYSICAL EXAMINATION:

This student, _____, was seen for a physical examined on _____ and is physically qualified to participate in extracurricular activities.

Physician's Signature

PARENT(S)/GUARDIAN(S)/STUDENT CONSENT:

I request and do hereby give my consent for my child to participate in the Elementary extracurricular programs sponsored by the Gallup-McKinley County Schools including travel to and from contest.

I do hereby certify that my child is eligible to participate in school sponsored programs and is covered by our personal insurance _____ (name), therefore I choose to waive enrolling my child in the school insurance plan.

The parent(s)/guardian(s) and student athlete are aware that preparation for and participation in extracurricular activities involves many risks of serious and permanent injury to the participant. I understand and acknowledge the danger of these severe injuries as inherent in physical activity which may involve physical contact.

In the event my child is involved in an accident and I cannot be contacted, the school is authorized to take the appropriate action.

I absolve the Gallup-McKinley County School system of liability for unforeseen accident or emergency.

The parent(s)/guardian(s) and student athlete have completely read, fully understand and voluntarily accept and agree to all the above terms.

Home Phone Cell/Work Parent/Guardian Signature

Date Student's Signature

The Gallup-McKinley County School District recognizes the potential dangers associated with drug and alcohol abuse and physical activity. Parents of student athletes who may be interested in using urinalysis as a method of screening for possible substance use/abuse can request further information from examining physician.

Track

All 5th graders participate in track with practices taking place during the school day. Please pack running shoes and water for those days. The annual district meet will take place in May.

Students who have two principal referrals for behavior during the sports season will be removed from the team.

504 AND ADA INFORMATION

INFORMATION REGARDING SECTION 504 OF THE REHABILITATION ACT, OF 1973 AND THE AMERICANS WITH DISABILITIES ACT (ADA)

Section 504 and the Americans with Disabilities Act (ADA) are federal laws which prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. The Acts define a person with a disability as anyone who:

1. has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working).
2. has a record of such impairment; or
3. is regarded as having such an impairment

If the parent(s) or guardian(s) disagree(s) with the determination made by the professional staff of the school district, he/she has a right to use the mediation process and/or a hearing with an impartial hearing officer.

The Family Educational Rights and Privacy Act (FERPA) also specify rights related to educational records. This Act gives the parent or guardian the right to: 1) inspect and review his/her child's educational records; 2) make copies of records; 3) receive a list of all individuals having access to those records; 4) ask for an explanation of any item in the records; 5) ask for an amendment to any report on the-grounds that it is inaccurate, misleading, or violates the child's rights; and 6) a hearing on the issue if the school refuses to make an amendment.

In order to fulfill its obligation under Section 504 and the ADA, the Gallup McKinley County School District recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices in the school system. The school district has specific responsibilities under Section 504 which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services.

Requests, questions or complaints may be forwarded to:

District Compliance Officer
700 S. Boardman
Gallup, New Mexico 87301
(505) 721-1100

ACADEMIC INFORMATION

GRADING SYSTEM

Grades are "A, B, C, D and F". The number of credits accumulated each year determines the student's grade level. Grade classification for the year is established annually prior to the first day of school and usually is not changed during a school year.

The following system is used in reporting grades:

K-2nd

Advance	90-100%	= A
Proficient	70-89%	= P
Nearing Proficient	60-69%	= NP
Not Yet	0-59%	= NY

3rd-5th

A	-	Excellent or Superior,	90 - 100%
B	-	Good, Above Average,	80 - 89%
C	-	Average,	70 - 79%
D	-	Below Average	60 – 69%
F	-	Failure, 59% and below needs to retake the course	

A combination of daily grades, tests, special assignments, and participation determine the final nine weeks grade.

Report cards will be released according to a published schedule.

SCHOOL SERVICES

Counseling and Guidance Services

The counseling department provides a variety of services to students in small group basis. Our services attempt to help students to understand themselves better and to help them to ascertain their strengths and weaknesses.

Personal counseling is also made available to individual students upon their request. This is encouraged and broadened through classroom instruction and at all other times possible. Only through the coordinated and untiring efforts of all school personnel will counseling reach every individual student for whose benefit schools operate and counseling services are provided. Students are encouraged to get to know their counselors and to take advantage of the services counselors have to offer.

Discovery Learning Center (Library)

The library is open during all class hours and students will attend the discovery center within the library once a week. Students are required to have a pass to enter the Library during class time.

Cafeteria (Breakfast)

Breakfast is served from 7:45 A.M. to 8:15. Breakfast is served in the classroom daily. A student is entitled to one free breakfast and lunch daily.

Guidelines regarding the lunch program and how to maintain a lunch account are listed below:

1. Late arrivals (students who arrive to school on a late bus or students who have an excused tardy) may still receive their breakfast due to the lateness of the bus.

Students may wish to bring sack lunches. Students are expected to clean up after themselves when they finish lunch.

Parents who wish to bring lunch to their students must drop the lunch at the main office. Students are not allowed to approach vehicles in the parking lot and parents are not allowed to approach students without first checking in with the main office, we will call your child down to pick up their lunch from the office.

CARE AND RESPONSIBILITY OF STUDENT ITEMS

Students are responsible for their personal belongings/items while at school. At no time will the school accept responsibility for these items. It is strongly recommended that all nonessential personal belongings be left at home.

Transportation/Bus Service

The Gallup McKinley County Schools maintain its own bus service. For information concerning routes or bus problems, contact the school transportation office (Bus Barn) at 721-2252.

Students who live further than 1 1/2 miles from the school are eligible for bus transportation on established routes.

Student transportation by school bus is a privilege, not a right. Appropriate behavior and attitudes toward the driver, other students and school property is expected. Drivers may suspend riding privileges if a student misbehaves. The student may also be referred to a school administrator for disciplinary action. (More information on bus transportation appears later in this handbook.)

GENERAL RULES AND DISCIPLINE

Attendance

Gallup McKinley County Schools (GMCS) is committed to improving student learning. In support of that goal, the GMCS School Board has approved **The Comprehensive School Attendance Referral (CSAR) policy beginning the 2013-2014 school-year.** One addition to the policy is that **Parents/guardians must provide a note/documentation from an official agency in order to excuse any absence beginning on the 11th absence.** These can include a doctor's note, hospital note, letter from JPO, letter from Medicine Man, etc.... in order to excuse the absence. A phone call/note from home will no longer be enough to "excuse" the absence.

The intent of this policy is to help prevent abuse of "excused" absences for those students whose academics are being negatively impacted by multiple absences. These students will take priority when being referred to the Superintendent's Office for review. Schools will prioritize referrals based on those students whose absences are contributing to failing/low grades. Each school will evaluate students with attendance issues to determine course of action.

Exceptions to this policy are those students who have documented needs on an IEP, a 504 plan for chronic illness, health issues, or other documented concerns as determined by the school.

Please strive to send your child to school every day and on time. Secretaries will attempt to make parent contact daily to verify absences. First notification will be made by an automated phone call. Please verify your phone numbers as soon as possible. Daily attendance reports will notify secretaries of unexcused absences; and another phone call will be made to parent. To verify attendance please call secretary listed below by student's last name.

Per the GMCS School Board approved **Comprehensive School Attendance Referral (CSAR) attendance letters will be generated at the 5th, 7th and 10th unexcused absence. At the 7th unexcused absence, student will be placed on a District Attendance Contract. Students dropped for 10 (ten) days of unexcused absences will need to meet with an administrator and counselor to determine if an alternative placement is needed before re-enrolling.**

Bullying Policy

Bullying behavior by any student in the Gallup McKinley County School District 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:

1. Placing a student in reasonable fear of physical harm or damage to the student's property;
or
2. Physically harming a student or damaging a student's property; or
3. 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.”

School Policies

MISSED WORK DUE TO ABSENCES

Students will be allowed one day to make up work for each day missed because of an absence. This includes being absent for a short-term suspension (up to 10 days) For example, if a student is absent three days, the student will be allowed three days to make up the work that was missed. It is the responsibility of each student to check with each of their teachers to see if he/she has missed any tests or other assignments and then to make arrangements with those teachers on how and when they can make up the work. Students who know in advance that they will be absent shall contact their teachers before the absence and request make up work. **Students absent from school because of truancy, expulsion, or long-term suspension will not be allowed to make up work missed.**

LEAVING THE SCHOOL GROUNDS

Any student leaving the school grounds during the school day must officially check out through the Front Office. This requires the appearance of one of the parents/guardians at school to check the student out.

Reasons for leaving the school grounds include illness, doctor or dental appointments, and family emergencies. Parents wishing to have their child dismissed from school for these or any other reasons must make such requests in person and must bring a valid form of ID. Only those persons listed on the student's PA-2 form may check out the student. Students who leave school without officially checking out through the office may be considered TRUANT and may be charged appropriately under School Board Policy.

SCHOOL TRIPS

Groups of students may make trips for various purposes during the year. Written permission from parents is required before any student is allowed to take one of these school-sponsored trips. Permission forms may be obtained from the faculty sponsor of the trip or from the Office.

On such school-sponsored trips, students will always conduct themselves in a manner that brings pride to themselves, their home, and their school. People will judge our school and community by the students' appearance and behavior. Therefore, it is important that students dress neatly and always act in a courteous manner. While on a school-sponsored trip, students are to be respectful of the instructions given by the trip sponsor and chaperones. Remember that the same rules that apply at school also apply while on school-sponsored trips.

SCHOOL PROPERTY

Keeping Jefferson Elementary School clean and attractive is the duty of all students. Please take good care of all school property. Damaging school property is considered a serious offense. People found damaging or defacing school property must pay restitution and are subject to disciplinary action as well as possible criminal charges.

VISITORS

Parents are always welcome to visit the school, however, **ALL VISITORS MUST** report to the front office. To receive your visitor pass you must have your Driver's License or ID to scan upon entry. This will create a visitor's pass with your name and picture on it.

HALL TRAFFIC

In the hall's students are to walk quietly. There should not be any running, loitering, or unnecessary noise in the halls. Students are expected to walk in a normal fashion, not to roam the halls, and to go directly to their classes.

ANNOUNCEMENTS

Announcements are read each morning at a scheduled time. They may either be read over the intercom, or by their teacher. All students are responsible for listening and following the morning announcements. Special announcements will be made over the intercom or radio when necessary.

LOST AND FOUND

Lost and found articles should be turned in by the front office promptly. Placing your name in all books and all personal belongings will help to eliminate lost items. Jefferson and Gallup-McKinley County Schools are not responsible for lost, stolen, or damaged items.

Students are encouraged not to bring money, cell phones, jewelry, or other valuable articles to school. The school cannot be responsible for lost, stolen, or misplaced items.

ELECTRONIC DEVICES

Students are encouraged not to bring any electronic devices; however, if students choose to bring any devices, including cell phones, the school and/or district is not responsible for the loss of any of these items. Students who do bring cellular phones, radios, CD players, MP3 players, handheld electronic games, and similar items to school are **not allowed to have them turned on or visible during class**. Any electronic device of these types seen during class is subject to confiscation, regardless of if it is being used or not.

The first time an electronic device is taken, the teacher will keep it until the end of the day. The second time bring it to the office where student may pick it up at the end of the day. A third offense results in the item being held in the office and the parent or guardian must pick up the electronic device (May be picked up at the end of the day). The fourth offense results in the item being held in the office for a week and the parent or guardian must pick up the electronic device. The fifth offense the electronic device can be picked up at the end of the semester in which the device was confiscated. If the behavior continues, the item will be kept until the end of the semester and students will be in violation of Board Policy 12.10 General Misbehavior.

EVACUATION / SAFETY DRILL PROCEDURES

Evacuation maps will be posted in the classroom and throughout the building. At all times, the students are to leave the building in absolute quiet; they should leave quickly but without running or shoving. All students are to move at least 100 feet away from the building. Students who cause any disruptions during evacuation or other safety drills may be referred to the office and/or to the district hearing authority.

ASSEMBLIES

At various times throughout the year, all Jefferson students are called to assemblies that are held in the school gymnasium. Some of the assemblies are times for fun and others are more serious. During assemblies, your full cooperation is expected. School and classroom policies are still enforced. Students who disobey these rules may not be allowed to attend assemblies in the future. Disciplinary action as outlined in the Disciplinary Policy may also be taken. Attendance at assemblies, dances and award functions are a privilege. Some students will not be allowed to attend these activities. Students are to proceed to the assemblies with their teacher and remain with their class for the entire assembly.

Transferring and School Records

A student moving out of the our school should follow the steps listed below:

1. The parent should obtain a Withdrawal Form from the Registrar to be signed by all your teachers.
2. Turn in all books to the teachers and pay all fees/fines set by each teacher in the office when you check out.
3. Clear with the Librarian and pay ALL library fines.

4. Clear all fines.
5. Obtain the signature from the office on the Withdrawal form.

BUS TRANSPORTATION RULES

The following rules and regulations govern the use of bus transportation:

1. Students must board the bus at their assigned stops and at the schedule.
2. Students who ride the bus must not get on or get off at any point other than their regular stop unless written permission is given by the Principal.
3. Regulations set down by the Gallup McKinley County School Board states that students failing to attend school after riding the bus to school may be kept from riding the bus home on that day.
4. Students are to remain in their seats while the bus is in motion. Exit from or entrance to the bus is made only through the front door.
5. No student is to ride with any part of his or her body outside the bus.
6. Students are not to throw any objects in or out of the bus.
7. No student is to use profane language while riding the bus.
8. The driver may assign seats to any students.
9. When students must cross the highway, they should cross in front of the bus when signaled by the driver that all traffic is stopped.
10. Students should wait in line to board the bus without shoving or pushing. They should stand at least six feet from the curb or line of the bus stop until the bus comes to a complete stop and the driver has opened the door.
11. Students who are not regularly enrolled on the bus route cannot ride the bus without permission from the Director of Bus Transportation.
12. Buses load at the loop by the flagpole when school is dismissed.
13. Students, who intentionally, or while misbehaving, destroy or damage any part of a bus, must pay the school district for such damage and disciplinary and criminal proceedings may occur.
14. Bus drivers are in complete charge of all students when entering the bus, while on the bus, and when leaving the bus. In discipline cases where the safety of bus students is concerned, the bus driver is in total control and may, if the situation requires, suspend the student's riding privileges for the following day.
15. Your bus driver has the student's safety in mind. These regulations are for the protection of all students.

16. Please remember that it is a privilege to ride the bus, not a right

SCHOOL BUS DISCIPLINE

Student transportation is a privilege, not a right, extended to qualified students. Students who do not obey regulations as set forth in the Department of Education, Transportation Division, School Bus Driver Manual 1977 Revised, may have their transportation privileges revoked by school officials. The school bus driver is exclusively in full charge of all pupils when they are riding the school bus. Drivers shall report all serious discipline cases to the building Principal in the school to which the students are being transported.

The bus driver shall have the authority to suspend a student's transportation privilege for one day. The driver shall notify the school Principal of this action and the Principal will notify the parents. Further disciplinary action caused by the student may result in riding privileges being permanently revoked. Students riding privileges may be permanently revoked for any student found to be under the influence of alcohol, drugs, guilty of destruction of school property, threat of bodily harm to passengers or driver.

The permanent suspension of the student shall be the joint decision of the Principal and the school bus driver. Permanent suspension from school buses may be appealed to the board of education upon request to the superintendent.

BUS REGISTRATION/PASSES

After the initial registration period for buses, which is approximately the first two weeks of school, students who are riding the bus for the first time must obtain a pass from the main office. Students are to make their requests before the end of the school day. Parental verification may be necessary.

Students may not use bus to appointments, or go home with friends. Emergency situations must be verified by parents with an administrator

GUILT BY ASSOCIATION

The concept of guilt by association is recognized in these policies. In a situation where a student is in the company of another student who is guilty of misbehavior, but the same guilt or innocence cannot be established, then the parent/guardian will be notified of the incident. No other school disciplinary action will usually follow, unless the students is already on a district contract for a similar behavior.

Please visit the following GMCS Website for District Policies and Procedures:

<https://gmcs.org/about/personnel/>.

STAFF CONTACT INFORMATION

Staff Name	E-Mail	Job Title
	@gmcs.org	Nurse
	@gmcs.org	Kindergarten Assitant
	@gmcs.org	
Aretino, Azura	AARETINO@gmcs.org	3rd Grade Teacher
Baldonado, Patricia	pbaldona@gmcs.org	Discovery Learning
Becenti, Melissa	mbecenti@gmcs.org	1st Grade Teacher
Begay, Fannie	fbegay@gmcs.org	Cook
Benallie, Samuel	sbenalli@gmcs.org	3rd Grade Teacher
Blanco, Sasha	sblanco@gmcs.org	Principal
Bowannie, Shalay	sbowanni@gmcs.org	Preschool Teacher
Briggs, Nadine	nbriggs@gmcs.org	1st Grade Teacher
Buffalohead, Lindsay	lbuffalo@gmcs.org	4th Grade Teacher
Buggie, Kevin	kbuggie@gmcs.org	5th Grade Teacher
Chavez-Vasquez, Marie	mchavezv@gmcs.org	Kindergarten Assistant
Christopher Carson	@gmcs.org	Art Teacher
Clark, Shelby	sclark@gmcs.org	Bookkeeper
Clauschee, Rowena	rclauschee@gmcs.org	Student Support Advisor

Staff Name	E-Mail	Job Title
Escamilla, Marie	mescamil@gmcs.org	Kindergarten Assistant
Estrada, Heather	hestrada@gmcs.org	P.E. Teacher
Galanis, James	jgalanis@gmcs.org	Educational Assistant
Gonzales, Rebecca	rgonzal3@gmcs.org	Secretary
Gooden, Shaunette	sgooden@gmcs.org	2nd Grade Teacher
Henio, Irma	ihenio1@gmcs.org	Educational Assistant
Houston, Taylor	thouston1@gmcs.org	Student Support Advisor
Invento, Lilibeth	linvento@gmcs.org	Special Education Teacher
Jim, Bessileta	bsayitsey@gmcs.org	Nursing Assistant
Kavanaugh, Stacy	skavanau@gmcs.org	2nd Grade Teacher
King, Lili	lking@gmcs.org	Educational Assistant
Largo, Shindera	slargo3@gmcs.org	NLC Teacher
Linda Anderson	landerso@gmcs.org	Dean
Manuel, Marlon	mmanuel@gmcs.org	Head Custodian
Martinez, Elaine	emartine@gmcs.org	Secretary
Moore, Emily	emoore1@gmcs.org	Pre-K Assistant
Moreno, Brittney	bmoreno@gmcs.org	5 th Grade Teacher
Ortega, Michael	mortega@gmcs.org	Custodian
Pine, Felicia	@gmcs.org	Kindergarten Teacher
Robare, Serenea	srobare@gmcs.org	2nd Grade Teacher
Rodriguez, Rachel	rrodrigu@gmcs.org	Assistant Principal
Rojas, Rhonda	rrojas@gmcs.org	4th Grade Teacher
Rose, Liz	lrose@gmcs.org	3rd Grade Teacher
Ryan Begay	rbegay9@gmcs.org	Custodian
Sandoval, Sammy	ssandova@gmcs.org	Custodian
Taylor, Dillon	dtaylor@gmcs.org	Educational Assistant
Torres, Ana	atorres@gmcs.org	5th Grade Teacher

Staff Name	E-Mail	Job Title
Touchine, Chandra	ctouchin@gmcs.org	Kindergarten Teacher
Vidales, Nyla	nvidales@gmcs.org	1st Grade Teacher
Wenning, Makena	Mwenning1@gmcs.org	Kindergarten
Wenning-Blomquist, Susan	swenning@gmcs.org	Pre-K Teacher
White, Lucinda	lwhite@gmcs.org	Liaison

GMCS DISTRICT DISCIPLINE HANDBOOK