

Welcome to Hermosa

-- -
Home of the

601 Hermosa Drive

Artesia, NM 88210

746-3812 / 746-8978 fax

www.bulldogs.org/hermosa

Welcome to Hermosa Elementary School! Whether you are a returning Superkid, or a newcomer to our school, we want you to know we are excited about the chance to learn together. Our school mission statement is: "to develop leaders one child at a time". Our intention is to create a healthy, safe, and inviting atmosphere that will allow each and every student the opportunity to learn and grow. We believe that every individual adds to our educational experience, and we are glad you are a Superkid!

-Mr. Skinner

PARENT NOTIFICATION LETTER

(In accordance with the No Child Left Behind Act, Title I, Part A, Section 1111 – Parents Right to Know)

Dear Parents:

On January 8, 2002, President Bush signed the new federal education act, titled No Child Left Behind. This law includes many new programs and changes for all public schools in the United States.

One portion of this law permits you as a parent, the right to request information about the licensure and other qualifications, teaching assignment, and training of your child's teacher and any paraprofessionals (instructional assistants) who may work with your child.

If you are interested in requesting this information, please contact Mykol Horner in writing at:

Artesia Public Schools
301 Bulldog Blvd.
Artesia, NM 88210

Sincerely,
Mr. John Ross Null
Superintendent

EDUCATIONAL GOALS AS SUPPORTED BY THE COMMON CORE STATE STANDARDS

FIRST GRADE

LITERACY: Read grade level text with understanding from books the student reads or hears. Learning from, enjoying, and getting facts from books the student reads or hears.

MATH: Adding and subtracting with a sum of 20 or less; using understanding of place value to add or subtract; solving addition and subtraction word problems.

SECOND GRADE

- LITERACY:** Read grade level books and stories with understanding and fluency; write an opinion and support with details building a foundation of knowledge through reading and listening to books in social studies and science.
- MATH:** Use understanding of place value to add and subtract; solve more challenging addition and subtraction word problems that include measurement; know all sums of one-digit numbers from memory; simple geometry.

THIRD GRADE

- LITERACY:** Read grade level books, stories, poems, and articles fluently; write and speak well, following rules of punctuation and grammar; read to find main ideas and supporting details; write opinions or explanations with facts and details.
- MATH:** Master addition, subtraction and multiplication facts; understand fractions; measuring and estimating weights and liquid measure.

FOURTH GRADE

- LITERACY:** Comprehend a range of grade level stories, poems, and informational texts such as biographies and articles; build understanding of words – synonyms, antonyms, idioms – and use this knowledge to convey ideas precisely.
- MATH:** Solving arithmetic and word problems with multi-digit numbers and fractions; beginning mastery of process with fractions and decimals.

FIFTH GRADE

- LITERACY:** Read closely and draw evidence from grade level fiction and non-fiction, including the ability to quote accurately from them when answering questions; adjust communications to accomplish a purpose.
- MATH:** Multiply and divide fractions and solve related word problems; decimals (concepts and arithmetic) and volume (concepts and problem-solving); analyzing mathematical patterns and relationships; graphing points on a plane.

PHYSICAL EDUCATION

1. Create an interest in a variety of activities.
2. Instill the basic components of physical fitness.
3. Inform students throughout the school year of athletic events in our area.

BILINGUAL EDUCATION

1. Seek more involvement from our Spanish-speaking parents with school activities.
2. Create an inviting atmosphere in the classroom to learn Spanish/English.

MUSIC EDUCATION

1. Create an interest in various types of music as an art form.
2. Instill the basic components of music theory and performance.
3. Provide opportunities for musical performance.

ART EDUCATION

1. Teach the seven elements of art.
2. Teach color theory.
3. Ensure every grade level receives a good historic foundation of several art masters.
4. Inform students of any art exhibits in our area.

HERMOSA ELEMENTARY SCHOOL DAILY SCHEDULE

7:45 – 8:00

Read and Study

8:05

Morning Assembly Begins

11:15 – 11:55

1st Grade Lunch/Recess

11:25 – 12:05

2nd Grade Lunch/Recess

11:35 – 12:15

3rd Grade Lunch/Recess

11:15 – 12:00

4th Grade Recess/Lunch

11:20 – 12:05
3:20

5th Grade Recess/Lunch
Dismissal

For the safety of your student, please have them arrive after 7:45 AM and leave immediately after 3:20.
If at any time you need to make other arrangements, please come by the office. Classes at Hermosa Elementary are dismissed at 3:20. Your child needs to attend the full day, every day. If at some time you must pick up your student early, we appreciate that no pick-ups take place after 2:30 PM. All pick-ups after 3:20 must take place in the pick-up area on Heath Street so as to not to interfere with classes that are in session. Your cooperation will help keep dismissal organized, orderly, and safe.

GENERAL CALENDAR

August 9	Meet The Teacher / Open House 6:00pm- 7:30pm
August 12	First Day of School
September 6	Labor Day – No School
September 15	Professional Development – Early Dismissal
October 11	Indigenous Peoples’ Day – No School
October 15	Parent/Teacher Conference – No School
November 22-26	Thanksgiving Break – No School
December 17	End of First Semester
December 20 – January 4	Winter Break – No School
January 17	Martin Luther King, Jr. Day – No School
February 4	Parent/Teacher Conference – No School
February 16	Professional Development – Early Dismissal
February 21	President’s Day – No School
March 21 - 25	Spring Break – No School
March 28- 31	Teacher Request Period
April 22	Professional Development – No School
May 153	All Sports Day – No School
May 24	Hermosa Elementary 5 th Grade Graduation
May 25	End-of-the-Year School Celebration
May 26	Last Day of School / Second Semester Ends

GRADE DATES

First Semester

Midterm Progress Reports	September 17
End of First Grading Period	October 8
Parent Conference/Report Cards	October 13
Midterm Progress Reports	November 17
End of Second Grading Period	December 17
End of First Semester	December 17
Report Cards Sent Home	January 5

Second Semester

Midterm Progress Reports	February 16
End of Third Grading Period	March 11
Parent Conference/Report Cards	February 4
Midterm Progress Reports	April 13
End of Fourth Grading Period	May 26
End of Second Semester	May 26
Report Cards Sent Home	May 26

GENERAL INFORMATION

www.bulldogs.org/hermosa

575-746-3812 / 575-746-8978 fax

Principal
Secretary

Cody Skinner
Christy Aguilar

746-3812
746-3812

cskinner@bulldogs.org
caguilar@bulldogs.org

Grade/Program	Staff Member	Room #	Extension	Email
1 st Grade Teacher	Erica Gazdik	8	5008	egazdik@bulldogs.org
1 st Grade Teacher	Ashley Grantham	9	5009	agrantham@bulldogs.org
1 st Grade Teacher	Pam Willever	1	5001	pwillever@bulldogs.org
1 st Grade Instructional Aide	Selma Alvarez	8	5008	salvarez@bulldogs.org
2 nd Grade Teacher	Loretta Sanchez	4	5004	llawson@bulldogs.org
2 nd Grade Teacher	Sarah Sena	3	5003	ssena@bulldogs.org
2 nd Grade Teacher	Elisha DeHoyos	5	5005	edehoyos@bulldogs.org
2 nd Grade Instructional Aide	Samantha Hammer	10	5010	shammer@bulldogs.org
3 rd Grade Teacher	Delma Lopez	7	5007	delopez@bulldogs.org
3 rd Grade Teacher	Neita Monk	11	5011	nmonk@bulldogs.org
4 th Grade Teacher	Vicki Grousnick	17	5017	vgrousnick@bulldogs.org
4 th Grade Teacher	Suzanne Parker	18	5018	suparker@bulldogs.org
4 th Grade Teacher	June Willmore	12	5012	jwillmore@bulldogs.org
Special Education Teacher	June Boles	31	5031	jboles@bulldogs.org
Special Education Teacher	Amy Dean	31	5031	adean@bulldogs.org
5 th Grade Teacher	Tara Colwell	14	5014	tcowell@bulldogs.org
5 th Grade Teacher	Krystal Craft	15	5015	kcraft@bulldogs.org
5 th Grade Instructional Aide	Jessica Doportto	14	5014	jdoporto@bulldogs.org
Art	Margaret Bustamante	23	5023	mbustamante@bulldogs.org
Bilingual	Valeria Madrid	13	5013	vmadrid@bulldogs.org
Title I / Reading Intervention	Rhiannon Bustamante	20	5020	rbustamante@bulldogs.org
Enrichment	Shani Avery	40	5040	sthamas@bulldogs.org
Library	Melanie Bejarano	34	5034	mbejarano@bulldogs.org
Music	Ruth Faulkner	16	5016	rfaulkner@bulldogs.org
Speech/Language Therapy	Melissa Plotner	32	5032	mplotner@bulldogs.org
Physical Education	Kate DeHoyos	33	5033	kdehoyos@bulldogs.org
Social Work/Counseling	Ranae Blackerby	Office	5053	rblackerby@bulldogs.org
Bus Contractor	Kaiser Bus Company		746-6393	

SECURITY VESTIBULE

Starting with the 2015-2016 school year, ALL schools in the Artesia Public School district have incorporated a security vestibule to add to the safety of our students. Hermosa Elementary's security vestibule is located just inside the main doors of our school. All outside doors to the school are

locked daily with the exception of the outside main doors. The inside vestibule doors are locked to ensure security to our school. We realize this may be a new experience for you at our school, but hope that you will understand and agree that this extra level of security is in the best interest of our students. To that extent, the following are the policy and procedures of the security vestibule and entry/exit from our school.

- 1) The vestibule doors will always be locked during school hours EXCEPT from 7:25 to 8:00 AM to accommodate bus students.
- 2) An intercom is located inside the vestibule. The procedure for the intercom is as follows:
 - a) Press the blue button and wait to be recognized by the secretary
 - b) Secretary will answer your call and ask that you state your business with the school
 - c) Secretary will determine whether access to the school is granted
 - d) Secretary will instruct the visitor to move to the door and wait to be buzzed in
 - e) The door will unlock for a period of 2 seconds, so be ready to enter
 - f) Once inside, proceed to the office to sign in and receive a visitor badge
 - g) The visitor badge MUST be worn at all times while in the school
 - h) Visitors without a badge will be escorted from the school immediately
- 3) Visitors will be admitted to the building ONE FAMILY AT A TIME – DO NOT ENTER THE SCHOOL UNLESS YOU HAVE BEEN GRANTED ACCESS THROUGH THE INTERCOM – NO EXCEPTIONS.
- 4) Visitors wishing to check their students out of class may wait in the security vestibule until your student comes to meet you
- 5) Visitors wishing to speak to a teacher may wait in the security vestibule until the teacher comes to meet with you
- 6) Parents may NOT walk their students to class. Please help us by walking them only to the inside door of the security vestibule
- 7) Students will only be picked up in the afternoon in the designated pick up area (under the canopy by Heath Street)
- 8) We strongly encourage parents to not check their students out of school early. If a student must check out early, please make arrangements to do so before 2:30, otherwise please plan for students to be in school to 3:20.
- 9) On days that we have school assemblies, class parties or other special events, we will post a staff member at the vestibule door to assign visitor badges before they enter to speed up the check in process.

Thank you in advance for your consideration and cooperation with this new procedure. It is one more way that we are striving to create the safest and best educational experience for your students.

TRANSPORTATION PROCEDURES

DROP OFF / PICK UP ZONE

Our drop off / pick up zone is designated under the canopy area on the East side of Heath Street next to the playground. Please do not stop or park in any of the RED zones in front of the school or on the West side of Heath Street. These are fire lanes and are subject to ticketing by the Artesia Police Department. The best way to approach the drop-off/pick up zone is to turn south on 9th street from Hermosa, then left (east) on Catalina, then left (north) on Heath so that all cars are on the east side of Heath heading north. Do not pick up or drop off students in the North parking lot next to Hermosa Drive. This is our bus lane and must remain clear at all times. Visitor parking is on the West side of Heath directly across from Hermosa Elementary. If you park in this area, please use the crosswalks to approach the school. We have staff on duty both before and after school to supervise our students and ensure their safety.

DROP OFF PROCEDURE

- Parents may drop off students in the designated drop-off zone on the EAST side of Heath Street (by the WHITE curbs next to the canopy area). Please drive all the way to the end of the drop off zone to release your student.
- Students should be prepared to exit the car as soon as the car stops so traffic can flow.
- A teacher will be on duty at the drop-off zone to aid in the flow of traffic.
- Parents who need to visit the office or a teacher must park in the parking lot directly across (on WEST side) from the front doors of Hermosa Elementary. Please only cross the street in the marked crossing zones.
- **DO NOT STOP OR PARK NEXT TO THE RED CURBS DIRECTLY IN FRONT OF THE SCHOOL AND ON THE WEST SIDE OF HEATH STREET.**
- **DO NOT DROP OFF STUDENTS AT THE FRONT DOOR OF THE SCHOOL OR IN THE BUS LANE (WHICH IS IN THE PARKING LOT ON THE NORTH SIDE OF THE SCHOOL NEXT TO HERMOSA DRIVE).**

Please discuss with your student before school begins how they will be expected to get home in the afternoon. Call the office **before 2:30** in case of an emergency or rare occasion of a change of plans, and we will get the message to your student. If extenuating circumstances prevent a family from picking up a student on time, please call the school office.

PICK UP PROCEDURE

- Parents may pick up students in the designated pick-up zone (same as drop off) on the EAST side of Heath Street (by WHITE curbs next to the canopy area). Please drive all the way to the end of the pick-up zone to pick up your student.
- Students will be waiting by class under the canopy area to be called to the gate by a teacher. We will try to load up to four cars at a time to keep traffic flowing. A teacher will place each student into a car to ensure safety.
- Parents who choose to personally pick up their students must park in the parking lot on the WEST side of Heath and use the crosswalk only to cross the street.
- **DO NOT STOP OR PARK NEXT TO THE RED CURBS DIRECTLY IN FRONT OF THE SCHOOL AND ON THE WEST SIDE OF HEATH STREET.**
- **DO NOT PICK UP STUDENTS AT THE FRONT DOOR OF THE SCHOOL OR IN THE BUS LANE (WHICH IS IN THE PARKING LOT ON THE NORTH SIDE OF THE SCHOOL NEXT TO HERMOSA DRIVE).**

WALK HOME PROCEDURE

- All walkers will be escorted to the pick-up zone with their classes. They will remain with their class until pick up traffic has cleared substantially.
- Walkers will then be escorted by a teacher to and across Hermosa Drive to walk home.
- If a student rides a bicycle, he/she MUST WALK their bicycle until they have cleared Hermosa Elementary property on either side of Heath Street and Hermosa Drive.

BICYCLE AND SCOOTER SAFETY

Please help your child learn the rules of bicycle and scooter safety. Show your child the safest route to school. Bicycles and scooters are to be parked in the bicycle racks located under the canopies and lock securely. Hermosa Elementary is not responsible for theft or damage to bicycles or scooters that are NOT securely locked. Should your child have a flat or any problem with their bicycle or scooter, we will have them call you. The school is not responsible for bicycles or scooters that are left overnight. Any time a student has a bicycle and is on school property, the student MUST walk the bicycle (including on the West side of Heath Street). Scooters are to be "folded up" and carried as soon as the student arrives on school property. After school, scooters are to be carried until the student is safely off of school property.

STUDENT BUS REGULATIONS

Children should follow the school rules while waiting for the bus and boarding the bus. Buses are owned by a local contractor, and have specific regulations as set forth by the State of New Mexico for rider safety. Students will be given bus rules that parents must review with their students, and the parents must sign and return the rules to the driver. Please remember that riding a bus is a privilege. When children violate bus rules, parents will be notified, and consequences will be assigned. Violations will result in suspension of bus privileges.

1. Students who do not obey the state and local regulation governing student transportation may have their transportation privileges revoked by the school district.
2. Students who are compelled to walk a distance to meet the bus must walk on the side of the road to their left, facing traffic, except on divided or multi-lane roadways.
3. Students must be on time at their assigned bus stop.
4. Students must wait in a safe place, clear of traffic and away from where the bus stops. Students shall wait in an orderly line and avoid "horseplay". When loading, the students should clear the traffic area immediately.
5. The driver is in full charge of students when they are riding on the bus. The students must obey the driver promptly.
6. Students shall not get on or off the bus while it is in motion. Students must remain seated and keep aisles and exits clear.
7. Without the advance permission of a responsible school official, students will not be permitted to leave the bus on the way to or from school except at their regular stop or school.
8. Students must occupy the seats assigned by the bus driver.
9. Students shall not be permitted in front of the passenger seating area while the bus is in motion.
10. Students will stay out of the driver's seat and will not tamper with any equipment.
11. Students shall be courteous and obedient to the driver.
12. Students must cooperate with the bus driver in keeping the bus clean.
13. Rough or boisterous conduct will not be permitted in the bus; however, students are permitted to converse in a normal tone of voice while in the bus. Students should keep absolute quiet when the bus is approaching a railroad crossing and remain quiet until the bus is safely across the tracks.
14. Students shall not use profane language or obscene gestures and shall not eat any food or drink any beverages on the bus.
15. Students should remember that misconduct or carelessness not only endangers their own safety, but also the safety of the other students on the bus.
16. Students must not extend their hands, arms, heads or objects through bus windows.
17. Animals, firearms, knives, explosives, breakable glass items, or other dangerous objects are not permitted on the bus. No item that will block the aisle or is unsecured shall be carried on the bus.
18. Students must not open or close the bus windows without the permission of the bus driver.
19. Students shall not throw any item inside or outside the bus while boarding, riding, or leaving the bus.
20. The use of tobacco, drugs, alcohol or controlled substances shall not be permitted.
21. Students will not ride on the outside of the school bus at any time or attach anything to the bus.
22. Parents or guardians shall be held responsible for malicious destruction of the bus.
23. Any damage to the bus from any cause shall be reported by passengers to the driver, and the driver will, in turn, report it to the proper school official.
24. Students who must cross the road after unloading from the bus must pass far enough in front of the bus (approximately eight to ten feet) that the driver can see them. Students will cross the road only when the driver signals all is clear. The only exception to this rule is in urban areas where pedestrian crossings are provided at intersections and students will be instructed to cross after the bus leaves the unloading zone or when traffic signals direct them to cross. Students will not cross multi-lane roadways to meet the bus except in urban areas where crosswalks or traffic signals are provided.
25. Students shall look both ways before crossing to the opposite side of the road.

STUDENT EARLY CHECK-OUT

In the event that a student needs to leave school early, a parent or guardian must check the student out from the office. We have a sign-out sheet and will check I.D. if we do not recognize the person checking out the student. We also check the name of the person on the student's enrollment information. If the name of the person picking up the child is not on this information, we will not release the child to the person without permission of the parent/guardian listed. **Please make sure all persons who pick up your child are on the enrollment information.** To minimize disruption of our classes, we ask that you wait in the security vestibule, and we will call your student to the office to meet you.

Instruction in our classes lasts until school dismissal at 3:20. In an effort to ensure that all students have the opportunity to learn with as few disruptions as possible, students will not be checked out early after 2:30 PM. We complete each instructional day with a general assembly for all students in the gym. Students will be dismissed from the gym at 3:20.

Please make all arrangements for your child prior to coming to school. Messages will be given to children only in the event of an emergency.

If you arrive to pick up your student at the end of the day early, you are welcome to wait in the foyer and read our information board outside of the office. Parents are not allowed to wait by classrooms, and all visitors may not enter the building past the office without a visitor's pass.

VISITORS

We encourage you to participate in the education of our students and welcome you in our building. You are also invited to have lunch with your child. If you desire to do so, call the school office by 9:00 AM so we can include you in our lunch count. However, to ensure the safety of all students, ALL visitors must check in at the front office. If you are picking up your student, please wait in the waiting area in the security vestibule and your student will be brought to meet you there. If you are going to travel to any area inside of the building other than the waiting area, you MUST receive and wear a visitor pass. ALL visitors must wear their visitor's pass in the building.

GATES AND DOORS

From 7:45 AM to 3:20 PM all gates and doors to Hermosa Elementary (with the exception of the front doors to the office) will be locked to help ensure the safety of our students. A single gate to the playground on the West side next to Heath Street will be unlocked from 4:00 PM to 7:45 AM for community use.

PARENT COMMUNICATION

We encourage parents/guardians to communicate with our staff via in-person meetings, telephone calls, text messages and email. However, to ensure that we are not interrupting instruction, any phone calls to teachers from 8:00 AM to 3:20 PM will be answered by our office and a message will be taken for the teacher to call you back at their earliest convenience. We appreciate your cooperation with this.

INCLEMENT WEATHER/DELAYED SCHEDULE/SCHOOL CANCELLATION

In the event of inclement weather that makes for dangerous travel for students, the superintendent of schools will declare a delayed opening of school. Please listen to KSVP AM 990 at 7:00 AM for information on bad weather days.

ATTENDANCE

Important learning occurs every minute of every day in your student's classroom. Attendance is not only mandatory, it is key to your student's academic success. As parents you are responsible for having your student in class, on time, every day.

Hermosa Elementary rewards students for perfect attendance based on the following criteria:

- ***Students will receive a dog-tag for perfect attendance and a maximum of 2 tardies in a semester.***
- ***Students will be eligible for a special attendance reward for perfect attendance and zero (0) tardies in a semester.***
- ***Perfect attendance is determined in both of these as having zero (0) unexcused or excused absences.***

The following is the adopted attendance policy for the Artesia Public Schools.

TARDIES

Five (5) unexcused tardies (during a nine week period) shall count as an UNEXCUSED ABSENCE. Each tardy (during a nine week period) thereafter will also count as an unexcused absence. THE TARDY BELL RINGS AT 8:10 EACH MORNING. TEACHERS TAKE ATTENDANCE AT THAT TIME. A TARDY WILL BE ASSIGNED IF A STUDENT IS NOT PRESENT IN THE BUILDING AT 8:10. IF A STUDENT IS GOING TO BE LATE, PARENTS/GUARDIANS MUST CALL THE OFFICE PRIOR TO 8:10 WITH A LEGITIMATE REASON FOR IT NOT TO BE COUNTED AS A TARDY.

STUDENT ABSENCES AND EXCUSES

Types of Absences

- ***Definition of an Absence:*** When an elementary student (K-5th grade) checks in to school and misses more than ½ of the instructional time in any morning or afternoon session (1 ½ hours), they will be deemed absent for that session.
- ***Excused Absence:*** Absences with parent notification to the school that their child will be absent including, but not limited to the following: personal illness, professional appointments that could not be scheduled outside school time, or serious personal and/or family problems.
- ***Unexcused Absence:*** Absences without parent notification defined by, but not limited to the following: personal illness, professional appointments and in-school violations that result in suspension from school. Five (5) unexcused tardies also constitute an unexcused absence. ***Unexcused absences will count toward retention status.***
- ***Official Absence:*** Absences which are school related including, but not limited to: athletic contests, music contests, DECA, county fair, and sanctioned 4H and rodeo activities. *Participation in "official" activities is not recorded as school absences and are not recorded toward retention status.* A student must meet the eligibility requirements of the New Mexico Activities Association for an "official absence" to be granted.
- ***Medical Doctor Excused Absences:*** Absences with written doctor notification to the school that the student was absent due to a medical appointment or a medical condition of which the student was under a doctor's care. *Doctor excused absences do not count toward no-credit status (secondary) or retention status (elementary).*
- ***Court Subpoena Absences:*** Absences which require a student to be present in a court of law. *Court subpoena absences do not count toward no-credit status (secondary) or retention status (elementary).*
- ***Out of School Suspension:*** Absences which are levied by the school administrator primarily for disciplinary reasons. A student that has been suspended from school for any reason will receive a grade of 0 for each day of suspension. *Out of School Suspension will count toward no-credit status.*

When Absent from School

State law mandates that children be in attendance the period when school is in session. Therefore, when a student is absent, the parent shall call the school on or before the day of the absence in order to advise the school as to the reason for the absence if a telephone is available. If a parent does not have access to a phone, either at home or at work, a note will be accepted for verification purposes. (Notification to the office must be made within one business day after the absence.) All absences not verified by parental or administrative authorization, within one business day, will be considered unexcused. For absences greater than one (1) day in length, the school should be notified each day of the absence. (Principal has the authority to consider circumstances which have merit, when considering the waiver of unexcused absences.)

If a student is absent for three (3) or more successive school days, the school shall contact the student's parents, legal guardian or custodian by telephone. The school will contact the parent (if possible) no later than the close of school on the school day next succeeding the three (3) day period. A written notice shall be dispatched if telephone contact has not been made. The provisions of this section do not apply to any absence if the parent, legal guardian or custodian, prior to the three (3) day period, has contacted the school to explain the absence prior to the end of the three (3) day period.

All personnel will solicit cooperation from parents in the matter of school attendance and punctuality, particularly in regard to the following:

- The scheduling of medical and dental appointments after school hours except in cases of emergency.
- The scheduling of family vacations during school vacation and recess periods.

Procedures for Notifying Parents of Student Absences

After the third (3rd), fifth (5th) and tenth (10th) unexcused absence during the current semester, parents will be notified by a form letter stating the number of the student's absences.

When a secondary (6th-12th grade) student receives their eleventh (11th) unexcused absence in any one (1) class, the student will be placed on no-credit status and the parent will be notified by telephone and/or a form letter stating the number of student's absences and the appeals procedure.

When an elementary student (K-5th grade) receives their eleventh (11th) absence in a semester, the student will be placed on monitor status for possible retention in the current grade and the parent will be notified by telephone and/or a form letter stating the number of the student's absences and the procedures for retention.

Extra Credit for Regular Attendance

Students who maintain consistent and regular attendance will be rewarded at the end of each nine (9) week period with points added to their final nine (9) week grade as follows:

- Zero (0) to one (1) day absent per nine (9) weeks = four (4) points added to nine (9) weeks final average
- Two (2) days absent per nine (9) weeks = three (3) points added to nine (9) weeks final average
- Three (3) days absent per nine (9) weeks = two (2) points added to nine (9) weeks final average

Make Up Work for Absences

Make up work for absences is the responsibility of the student and will be allowed on the basis of one (1) day for every one (1) day missed, not to exceed two (2) weeks. A student who misses only one (1) day on the day of a previously announced test or deadline date will be responsible for making up the work the day he/she returns to school.

Homebound Program

If a student is hospitalized or is out of school due to pregnancy or long-term illness, the student will be placed in the homebound program. A student's parent or legal guardian must notify the office within two (2) days after the start of a long-term illness. The principal will determine whether the student should be placed in the homebound program. A student that has been placed in the homebound program must bring a written physician's statement and Exclusions and Exemptions Form (J-1982 JHD-EB in School Board Manual) to the office explaining why the student is unable to attend school.

Parents are the child's role models concerning the importance of education and responsibility, including the importance of attendance and showing up on time. Hermosa Elementary appreciates and applauds every parent who models these valuable qualities for the benefit of their child.

SCHOOL SUPPLIES

Supply lists by grade level are available in the office. Additionally, copies of these lists have been placed at Wal-Mart, Family Dollar, Dollar General, and Dollar Tree. The lists can also be viewed on this school's website. If purchasing school supplies is a hardship, please see Mr. Skinner, the principal. All students are encouraged to take good care of their supplies.

GRADES

Report cards are sent home with your child at the end of each quarter. In addition, progress reports will be sent home after the fourth or fifth week of each quarter. 1st grade report cards are based on objectives met. 2nd grade receives letter grades in three subjects: reading, math and language beginning with the second quarter. 3rd, 4th, and 5th grade classes give letter grades in five subjects: reading, math, language arts, science and social studies. Students also receive grades for conduct, handwriting, music, art, and physical education.

HONORS

Highest Honors are given to students that receive all "A"s and no "U"s (unsatisfactory).

Honor Roll is given to students that receive:

2 nd Grade:	two "A", two "B", and no "U"
3 rd – 5 th Grade:	at least three "A" and nothing below "B", and no "U"

ASSEMBLIES

We will have awards assemblies at various times throughout the school year. Awards will be given for Honor Roll, Highest Honors, Perfect Attendance, Reading, Character Counts and other areas of achievement.

ASSESSMENTS

Star Reading/Math	(placement in Accelerated Reading, Accelerated Math and student progress)	(Reading)	3 times annually	All Grades
		(Math)	1 time annually	All Grades
Istation	(placement in curriculum and student progress in reading)		3 times annually	1 st – 3 rd Grade
PARCC	(standards based assessment)		1 time annually	3 rd – 5 th Grade

CLASS PLACEMENT

Class requests will be accepted between March 30th and April 9th of the current school year for the next school year. The Class Request Form will ask you to complete information concerning what you consider the best possible environment for your student. We as a staff will use this information to make the best possible arrangement and placement for your student for the next school year. We will not be accepting requests for specific teachers unless an in-person conference with the principal has taken place. Every effort will be made to honor all requests, but classes are formed based on important criteria such as reading and math levels, student learning styles, teacher input, and number of students in order to ensure evenly placed rosters that will create the best learning environments for all students possible. No class can be constructed with more than 20% of students requesting teachers.

BREAKFAST AND LUNCH

Breakfast -	No charge for breakfast in the classroom		
Lunch -	\$3.00	(\$.40 reduced)	\$4.00 (adults)
Milk -	\$.40		

Pre-payment for cafeteria lunch and milk is necessary. We encourage parents to pay for multiple days of lunch. They may be paid for by the week, month or on a semester basis. Contact Mrs. Aguilar in the office for amounts. Lunch and milk money needs to be brought to the office as soon as the student arrives at school. Applications for free/reduced lunch tickets are available in the office. Students may also bring lunches from home and purchase milk at school.

Please send money/checks to school in a sealed envelope that states:

- **Student First and Last Name**
- **Amount Enclosed**
- **Teacher Name**

Menus are posted in the office and in each classroom. They are also broadcast on KSVP 990 daily at approximately 7:30 AM, and can be found listed in the Sunday edition of the Artesia Daily Press. You may also check our website at www.bulldogs.org for the lunch/breakfast menu.

Starting 2019-2020 School Year

all outside lunches must be dropped off in vestibule according to schedule below.

1st and 2nd grade by 11 am

3rd, 4th and 5th grade by 11:20 am

any lunches dropped off after will not be delivered. If your child does not have a lunch they will get a tray and be charged for it. Parents wanting to eat lunch with their child may do so in the vestibule to prevent overcrowding in the cafeteria.

STUDENT HEALTH

Our staff is committed to maintaining a healthy environment that will enhance the learning and well-being of all students at Hermosa. **All students, staff, and guests must wear face masks indoors (as per the Public Education Department orders) and practice social distancing to the greatest extent possible.** All students entering an APS school for the first time must present a certificate showing immunization against: Diphtheria, Tetanus, Pertussis, Polio, and Measles (Rubeola and Rubella). It is against New Mexico State Law for a student to attend class who is not current on his/her immunizations.

Our school nurse is scheduled to be at Hermosa Monday, Wednesday, and Friday each week, and is available at all times for emergencies. The nurse checks height, weight, and teeth of all students once during the year. The nurse also conducts vision and hearing screenings on all 2nd and 4th graders. The nurse is available to screen any student at a teacher's or parent's request to rule out any health issue. The nurse cannot diagnose any illnesses, but is very helpful with any concerns you may have.

Accidents

Should a student be involved in a serious accident, the school makes every effort to contact a parent immediately. It is extremely important that we have **CURRENT EMERGENCY CONTACT INFORMATION**. Office personnel will call 911 only in a situation deemed appropriate by the nurse or principal. Please stress the importance of reporting school-related injuries to the nurse, principal and teacher.

Illness

In an effort to provide a healthy environment for all students, the nurse treats all students who are ill by:

1. Taking their temperature
2. Checking symptoms, and
3. Administering appropriate care

If warranted, the nurse will contact the parent to pick up the student. Any student who has experienced a fever, persistent cough, vomiting, and/or diarrhea within 24 hours of the school day needs to be carefully evaluated before coming to school. If your student is not fully recuperated from an injury or illness, please keep him/her at home.

Medication

APS policy regarding medication states that no one on the school staff, except the nurse, may administer medication to students. In the absence of the nurse, the principal supervises the administration of medication to the student. Forms

signed by the student's doctor are required for a student to receive any prescription medication, as well as any over the counter medication taken for more than 5 consecutive school days. Students are allowed to have over the counter medication available in the nurse's office on an as-needed basis, provided a parent completes the appropriate form and the medication comes to school in the original packaging. These forms are available in the office. All medications are kept in a locked cabinet in the nurse's office. Students will be allowed to carry inhalers with them, provided the appropriate form has been signed by parent and doctor. Any medication brought to school by a student must be taken to the nurse before the start of the school day. Students will not be allowed to keep their medication with them on campus.

EMERGENCY DRILLS

We will have fire drills once each week during the first four weeks of school and one each month thereafter. We strive to teach each child the importance of these drills and encourage the parents to have fire drills at home. Additionally, drills for other possible emergency situations (including "lock-down" procedures) will be held each nine weeks. In the event that the students of Hermosa Elementary need to be evacuated from the entire Hermosa campus, the following will be followed:

1. If an emergency evacuation is necessary, the fire alarm will sound. Further instructions will be given over the loud speaker or be given in person by the principal or his designee.
2. If an emergency evacuation is necessary, classes will be dismissed by grade level.
3. Students will relocate to Bulldog Bowl.
4. Teachers will organize their students by class in the home-side bleachers.
5. Parents will be directed to the concourse on the home-side where they will be allowed to check-out students.

PERSONAL ITEMS

Please encourage your child to keep up with money and personal belongings. It is very important to put your child's name on coats, lunch boxes, etc. Students must leave toys, electronic items, balls, and/or items that may be harmful to themselves or other students at home. If these items are brought to school, they will be kept in the office. Parents will be called to pick up the items.

Bringing a cell phone is strongly discouraged. If an emergency arises and you need to contact your child, please contact the office at 746-3812. This is the fastest means of communication and also alerts school personnel to the situation. If you feel your student must bring a cell phone – they are to be turned off during the entire school day and kept in the student's backpack. The school will not be responsible for any lost or damaged cell phone. If a student is caught with a cell phone out of the backpack, it will be confiscated by the staff member and stored in the principal's office where the parent will be notified. The cell phone will only be returned to the parent.

In order to ensure a good academic atmosphere, several items are not allowed to be brought from home. These include Pokemon or other trading cards, balls of any kind, personal pencil sharpeners, and any objects that could be construed or used as a weapon. Fidget spinners will only be allowed if the parent/guardian provides a doctor's note stating that it is to be used as a therapeutic or medical device.

LOST AND FOUND

Parents may come to school at any time to check the lost and found. Clothing items and/or lunch boxes are usually placed in the lost and found box outside the office. Money, pieces of jewelry or small items are kept in the office when they are found. When the lost and found box gets full, we will notify parents so you may claim items before we give them to a charity. When this notification is made, we will give one week for the parents to claim items.

FIELD TRIPS

Field trips provide an excellent educational experience for students. The APS district does require prior approval of all field trips by the principal. Students may not participate in a field trip unless a parent permission form has been signed by the parent or guardian and returned to the school. Sometimes parents are invited to accompany the class on a field trip to

help the teacher supervise students. Children not attending Hermosa cannot be accommodated on field trips. Please complete the field trip permission for attached with this handbook. Students who are not in good academic standing may not be allowed to participate in Field Trips as per the discretion of the teacher and principal.

PTO

Hermosa Elementary has an active Parent Teacher Organization. Every year they provide programs and support that enhance the school goals and create a positive climate for learning. The Hermosa PTO helps to establish a better relationship between the home and the school, so the parents and teachers may cooperate in the education of the children. Hermosa PTO sponsors an annual "Spirit Run" that encourages school and community cooperation and involvement. The proceeds from this event are used to purchase items for the school and its students. As a parent, grandparent, or guardian of a child attending Hermosa Elementary, you are invited to join the PTO. Meeting times and locations will be posted on the school website and in the "Around Town" section of the Artesia Daily Press. For more information, please contact the school.

DISCIPLINE POLICY & POSITIVE BEHAVIOR PLAN

The goals of our discipline policy and positive behavior plan at Hermosa Elementary to provide clear expectations for students, parents and staff; prompt communication with parents and students; and consistent rules, consequences and reinforcement. It is the intention for Hermosa Elementary to establish an atmosphere throughout the school in which children feel safe, secure, happy, and have the greatest opportunity to learn.

We support our discipline policy with a positive behavior plan that teaches and practices P.R.I.D.E

Positive – Look for the good in everything

Respect – Caring for yourself and others

Involve – Join in

Determined – Never give up

Excellent – Be great, expect great

The basis of our policy is the Superkids Code of Conduct:

All Superkids will:

- Follow the Golden Rule: "Treat others the way you want to be treated."
- Respect others including their personal space, property and rights.
- Take responsibility for their words, actions and property at Hermosa.
- Show a caring attitude towards others, themselves, and the school.
- Follow school rules and do what you can to make Hermosa a better place.
- Be a person of their word and action.

In an effort to accomplish our goals of establishing a safe environment and following the Superkids Code of Conduct, we have developed specific rules that cover the behaviors we expect from our students. In addition, our plan also includes negative consequences for when a rule is broken, and positive reinforcements for when behaviors follow the rules. As a school, we will teach, model and practice specific procedures to help us proactively work, play and learn within the parameters of our policy and plan and ultimately strive to be the best Superkids we can be.

To Follow the Code of Conduct, Student Superkids Will:

- Remain quiet in the hallways
- Walk while in the school building
- Stop playing and line up in the designated area when called
- Follow general safety rules for all play equipment
- Show respect for all adults and students
- Practice good manners

- Listen, and follow directions the first time
- Ask questions if not sure of a rule
- Admit mistakes, take responsibility and apologize if accidents happen
- Model courtesy using “please, thank you” and addressing adults with “ma’am and sir”
- Play in designated areas and stay away from dangerous areas

To Help Everyone Follow the Code of Conduct, Superkid Staff Will:

- Walk behind class when escorting them around the school to monitor behavior
- Wear badges to identify themselves as a safe person
- Model good manners
- Admit mistakes, take responsibility and apologize if accidents happen
- Show respect for other adults and children
- Supervise group of students actively at all times

HERMOSA POLICY, RULES, AND REGULATIONS

The policy, rules and regulations are in place to create a safe environment with regular routines and expectations for our students in order for all students to have the best opportunity to learn and grow. We encourage our students to maximize their efforts and potential while learning responsibility, cooperation and citizenship. This plan also states that students who break the rules will receive negative consequences, and students who follow the rules will receive positive reinforcement.

SCHOOL-WIDE RULES:

- Weapons of any kind are prohibited.
- Fighting, cursing, name-calling, teasing or hazing is not allowed. All threats toward students or staff will be taken seriously. No gang activity.
- Stay in assigned areas.
- Do not litter anywhere in or around the school.
- Students will not write on or damage the school's or another person's property.
- Students are not allowed in the building before or after school without permission.
- The only gum or candy students will be allowed to have at school is that which is given by teachers as rewards.
- Do not bring toys or balls to school unless the intent is for “show and tell”. Make certain that all items are marked with the student's first and last name. The school will not be responsible for lost, stolen or damaged items.
- No hats or caps will be worn in the building.
- Follow your teacher's classroom rules.
- Know and abide by the APS dress code (copy included in handbook).

CAFETERIA RULES:

- Speak in soft voice only.
- Do not throw or play with food. Do not touch another's tray. No exchanging food.
- Walk in the cafeteria.
- Keep hands, feet, and eating utensils to yourself.
- Clean up your space after eating. Wait to be dismissed by the person on duty.
- No food is allowed on the playground, unless designated by Hermosa administration.
- Parents are not to pass out food to students other than their own, due to possible food allergies with various students.
- Parents eating lunch with their child will use the vestibule area, and may only eat their child.

HALLWAY RULES:

- Walk only in the halls. Do not waste time. No loitering.
- Keep hands and feet off the walls and to yourself.
- Be courteous of other classes while in the hallway.
- No talking in the hallway unless directed by a teacher.

RESTROOM RULES:

- Keep restrooms clean. Place paper towels in trash cans. Flush all commodes.
- Do not waste time or play in the restroom.
- Wash hands before you leave.
- No unnecessary noise.
- No writing on, marking on or otherwise defacing walls, stalls or equipment.

PLAYGROUND RULES:

- Use the equipment as it is intended to be used.
- No twisting or flipping of swings. No jumping out of swings.
- No tackling or tripping.
- Absolutely no throwing of rocks, sticks or other objects found on the playground.
- Do not go out of the building without permission from the teacher on duty.
- Bring all equipment taken to the playground back into the building.
- Do not leave the fenced playground area without permission from the duty teacher.
- Students should stay in assigned areas.

CONSEQUENCES AND REINFORCEMENTS

STUDENTS WHO DISOBEY THE RULES WILL FACE ONE OR MORE OF THE FOLLOWING CONSEQUENCES:

- Written assignments
- Loss of recess
- In-School Suspension / Time Out / After school detention
- Yard or area clean up
- Call to parents and/or a note sent home
- Parent conference
- Payment for property damage
- Report of misconduct to the principal
- Out of school suspension
- Other as deemed necessary

STUDENTS WHO FOLLOW THE RULES CAN RECEIVE REWARDS SUCH AS:

- Principal recognition
- Letters home
- Principal awards
- Certificates and/or dog tags
- Special assemblies
- Classroom recognition

SEVERE BEHAVIOR PROBLEMS ARE HANDLED UNDER THE SEVERE CLAUSE OF THIS PLAN. THE SEVERE CLAUSE COVERS:

- Fighting
- Stealing
- Defying authority
- Other

If the above behaviors should occur, the student will be sent immediately to the principal's office with a report of misconduct.

FREQUENT MISCONDUCT WILL BE DEALT WITH IN THE PRINCIPAL'S OFFICE AND THE FOLLOWING CONSEQUENCES ARE POSSIBLE:

- Principal counseling with the child
- Verbal reprimand and file started in the office

- Parental meeting scheduled
- In-school suspension, detention, suspension, behavioral contract, or other measures deemed appropriate
- Expulsion

*****The administration reserves the right to exercise administrative judgment and prerogative at any level of the misconduct procedure*****

STUDENT DRESS

The school has the right and responsibility to intervene at any time that it feels the appearance of any individual does not conform to proper standards of dress. The dress code shall apply to all children who attend the Artesia Public Schools and all students who participate in student activities. All details of enforcement and judgment in disputes over dress codes are delegated to the Superintendent of Schools who may delegate this responsibility to building principals. Appeals will follow the line of command from principals, to the superintendent, to the Board of Education.

ARTESIA PUBLIC SCHOOLS STUDENT DRESS CODE

The District's dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, teach respect for authority, and prepare students for their future employment settings. Students shall be dressed and groomed in a manner that is clean, neat, not a health or safety hazard to themselves or others, and appropriate for the daily activities. The District prohibits any clothing or grooming that, in the school administrator's judgment, may reasonably be expected to cause disruption of or interference with normal school operations, to present a clear and present danger to the student's health and safety, or to cause a material interference with the educational environment. The following must be adhered to:

- Shoes must be worn at all times.
- The hemline for shorts, dresses, and skirts must be of sufficient length to cover body parts in a manner appropriate for school.
- Spandex-type material, Yoga pants, or Leggings are prohibited when worn as outer clothing. An outer garment (shirt, sweater, dress, skirt, shorts, etc.) must cover spandex, Yoga material, or Leggings, and the outer garment must be of sufficient length to cover body parts in a manner appropriate for school.
- Pant stride and waistline must be in the normal position. Sagging clothing is prohibited.
- See-through or off-the-shoulder clothing is prohibited. Tops/shirts/blouses must be of sufficient length to cover the top of the trousers, skirt, or shorts if the student's hands are raised about the head. Bare midriff is prohibited. Revealing tops such as halter-tops, spaghetti straps, half-shirts, tank tops, and muscle shirts are prohibited. Top/shirt/blouse must be one complete piece on the front, back, and sides (i.e., no cut-outs, rips, tears). No bras, bralettes, or bra straps may be visible.
- Clothing with inappropriate wording or pictures is prohibited. This includes but is not limited to pictures, emblems, writings, colors, and styles of clothing that:
 - Are lewd, offensive, vulgar, obscene, or sexual in nature.
 - Advertise or depict tobacco products, alcoholic beverages, drugs, or any other substance prohibited under state or federal law.
 - Refer to, symbolize, or promote racism, violence, cult, or gang activities.
- No student on or about school property or at any school activity shall wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other things which are evidence of membership or affiliation in any gang, or promote violence against others.
- Excessive piercings, spiked jewelry, or jewelry creating a health or safety hazard or a distraction are prohibited.
- Chains are prohibited.
- Tattoos which are lewd, offensive, vulgar, obscene, or distracting to student learning are not allowed to be visibly displayed at school or school activities.

*The district and school-site discipline matrices should be utilized for dress code violations. When possible, a student should correct a dress code violation immediately and return to class. In-School Suspension and/or Suspension may be warranted for certain or repeat infractions.

Dress Code Violations Consequences

Grooming: If the principal determines that a student's grooming violates the dress code, the student shall be given an opportunity to correct the problem at school. If not corrected, the student's parent/guardian will be notified. The student shall be assigned to in-school suspension for the remainder of the day or until the problem is corrected.

Dress: A student whose clothing violates the dress code shall be assigned to in-school suspension either for the remainder of the day or until a parent or designee brings an acceptable change of clothing to the school.

As a general rule of thumb, if the violation is correctable at school, the student will make the necessary changes. The teacher will refer the student violating the dress code to the office to notify the parents of the violation. If the student needs a change of clothing, they will wait in the office (ISS) until the parent arrives with the appropriate clothing. They may make up any work they miss while they are waiting. If there are additional violations and/or misbehavior while addressing a violation of the dress code, further disciplinary action will be taken and parents will be notified immediately.

The Board of Education expects student dress and grooming to reflect high standards of personal conduct so that each student's attire promotes a positive, safe, and healthy atmosphere at school.

RELEASE OF "DIRECTORY" INFORMATION

ONLY COMPLETE THIS FORM IF YOU DO NOT WANT ANY INFORMATION RELEASED ABOUT YOUR STUDENT

The Family Educational Rights and Privacy Act states that schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about "directory" information and allow parents and eligible students (those 18 and over) a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTO bulletin, student handbook, or newspaper article) is left to the discretion of each school.

With our additional efforts and opportunities to highlight the accomplishments of our students and staffs, it is important that we make sure to follow the FERPA regulations.

A printable version of this form can be found at www.bulldogs.org that can be completed and returned to our school.

PARENTS AS PARTNERS IN EDUCATIONAL SUCCESS

Parents play a key role in a child's educational success. Here are some things that you can provide to help your child have a successful year:

- Plenty of rest – children need 10-12 hours of sleep
- Good grooming – baths and clean clothes make children feel good about themselves and give them confidence with others
- Encouragement of reading time equally balance with play, TV and chores
- Encouragement of participation in group activities such as scouting, church youth programs, sports, etc.

HOMEWORK

When homework is necessary, it is an important part of a successful educational experience. Students, parents, and teachers all share in the responsibilities of homework.

Students:

- Listen carefully to the teacher's directions regarding homework and ask questions if something isn't clear.
- Take the assignment and/or necessary materials home.
- Take enough time to complete the assignment successfully and to the best of your ability.
- Complete the homework carefully and neatly.
- Return homework to the teacher as requested.

Parents:

- Help your child schedule the after school hours in order to balance play and study time.
- Encourage your child to complete homework.
- Give your undivided attention if your child needs assistance.
- Praise your child for assignments well done.
- Contact the teacher if there are questions about the assignment.
- Sign homework if requested to do so.

TEAM EFFORT

Creating successful students takes a team effort. The team includes all of the Hermosa Staff, you as a parent or guardian, your extended family, and the Artesia community. Below are a few things that should be included in your game plan at home:

- Show your student that learning is fun
- Have your student help organize household items into categories
- Cook meals and snacks together to use concepts such as measuring, temperature and time
- Grow plants and gardening to stimulate curiosity and a sense of wonder
- Play games
- Read books, street and business signs
- Encourage your student to develop helpful habits:
 - Putting things away
 - Listening
 - Doing chores
 - Getting along
 - Problem solving
 - Using words to explain what they are thinking or feeling
 - Thinking positively
- Help your student stay healthy
- Schedule a consistent time and create a place to do homework