

Welcome to YESO ELEMENTARY!

1806 W. Centre Avenue
Phone: 748-2755
Fax: 748-2334
Website: www.bulldogs.org/yeso

Dear Students and Parents:

It is an extreme honor that you will be a Yeso Thunderbird for the new school year. I want you to know that we believe that Yeso Elementary is the best school in the whole world. We are glad that you are a part of us here.

To the students: To make this the best school year ever you must do these things:

- Get good rest every night before school and come on time.
- Make sure that you have all your homework completed when you come.
- Listen to your teachers and make notes of important dates and assignments.
- Remember that school is for learning.

To the parents: To make this the best school year for your child, you must do the following things:

- Communicate with your child's teacher. If you believe a problem is brewing, talk to your child's teacher. Always go to the source.
- Attend your child's school functions. Show them how important this business is to you.
- Be involved in your child's homework.
- Help your child do the things listed above.
- Support your child's school and teachers.

This is our commitment to you:

- We will endeavor to do what is best for all students.
- We will be prepared and make each minute of each day educationally beneficial.
- We will remember that your child is entrusted to us so that we might impart wisdom in academics and social situations.
- We will support you in helping your child academically.

Our motto is "Whatever It Takes—Our Kids are Worth It!" We want to help our students become productive members of society. We pledge to do our best.

Thank you in advance for making the this school year the best yet.

**Whatever it takes.
Our kids are worth it!**

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 Josie Reyes in writing at:

Artesia Public Schools
301 Bulldog Blvd.
Artesia, NM 88211

Sincerely,
Dr. Crit D. Caton, Superintendent

BELL SCHEDULE

- 8:00 Teachers On Duty
- 8:10 Students Come Into Building
- 8:15 Tardy Bell
- 11:00 First Grade Lunch Begins
- 11:10 Second Grade Lunch Begins
- 11:20 Third Grade Lunch Begins
- 11:30 Fourth Grade Lunch Begins
- 11:40 Fifth Grade Lunch Begins
- 11:40 First Grade Lunch Ends
- 11:50 Second Grade Lunch Ends
- 12:00 Third Grade Lunch Ends
- 12:10 Fourth Grade Lunch Ends
- 12:20 Fifth Grade Lunch Ends
- 3:15 Walkers/Bus Students Dismissed
- 3:20 School Dismissal



2018-2019 YESO ELEMENTARY SCHOOL CALENDAR

- August 13First Day of School
- August 27..... Open House
- September 3..... NO SCHOOL – Labor Day
- September 12 Early Dismissal for Prof. Dev.
- October 8.....NO SCHOOL – Columbus Day
- October 17.....Report Cards
- October 18.....Classroom Awards
- October 19 Parent Conference Day
- November 7..... Early Dismissal for Prof. Dev.
- November 21-23.... NO SCHOOL –Thanksgiving Break
- December 21 Classroom Party
- December 24 – Jan. 4.....NO SCHOOL-Winter Break
- January 7 School Resumes
- January 9 Report Cards
- January 11.....Classroom Awards
- January 21 ... NO SCHOOL-Martin Luther King, Jr. Day
- February 6..... Early Dismissal for Prof. Dev
- February 14..... Valentine’s Day Snacks
- February 18.....NO SCHOOL – President's Day
- March 13 Report Cards
- March 14.....Classroom Awards
- March 15.....Parent Conference Day
- March 18 – 22 NO SCHOOL – Spring Break
- April 12 ... NO SCHOOL-Professional Development Day
- April 18Class Parties
- April 19NO SCHOOL - Spring Interim
- April 22-May 4 PARCC Testing (3rd – 5th)
- May 17All Sports Day
- May 22..... Yeso Graduation
- May 23..... Awards Assemblies
- May 24..... Last Day of School

GOALS as supported by the Common Core State Standards

FIRST GRADE

- Literacy** Read grade-level text with understanding and fluency
Learning from, enjoying, and getting facts from books he or she reads and hears
- Math** Adding and subtracting with a sum of 20 or less; using understanding of place value to add and 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 their addition, subtraction, and multiplication facts; understand fractions; measuring and estimating weights and liquid volume

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 fictions and nonfiction, 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. To instill the basic components of physical fitness.
3. To 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.
Buscar mas participacion de nuestros padres hispanos en actividades escolares.
2. Create an inviting atmosphere in the classroom to learn Spanish/English.
Crear un ambiente de entusiasmo en el salon para aprender las idiomas de espanol e ingles.

MUSIC

1. To create an interest in various types of music as an art form.
2. To instill the basic components of music theory and performance.
3. To provide opportunities for musical performance.

ART

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

YESO PTO

The Yeso Parent Teacher Organization is a local PTO unit organized with the cooperation of school officials and parents for the benefit of Yeso Elementary School. Yeso 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. Yeso PTO sponsors an annual enchilada dinner traditionally held each fall on Homecoming Day. The profits from this supper are used to purchase items for the school such as computers, software, library books, and playground equipment. As a parent, grandparent, or guardian of a child attending Yeso Elementary School, you are invited to join the PTO. The PTO meets the first Friday of each month at 12:00 noon. Watch the "Around Town" section of the newspaper or contact the school for more information.

DISCIPLINE POLICY

It is the intent of Yeso Elementary School to establish an atmosphere throughout the school in which children feel safe, secure, happy, and have the maximum opportunity to learn.

**In an effort to accomplish this goal, we have developed specific rules that cover the behaviors we expect from our students. The plan also states that students who break the rules will receive negative consequences, and students who follow the rules will receive positive consequences.*

OUR SCHOOL-WIDE RULES

1. No weapons of any kind.
2. No fighting, cussing, name-calling, teasing, or hazing. All threats toward students or staff will be taken seriously. No gang activity.
3. Stay in assigned areas.
4. Students will not litter anywhere in or around the school.
5. Students will not write on or damage the school's or another person's property.
6. Students are not allowed in the building before or after school without permission.
7. Do not bring gum or candy to school. The only gum or candy students will be allowed to have at school is that which is given by teachers as rewards.
8. Do not bring toys to school unless the intent is for "show and tell." Students will be allowed to bring balls to play with on the playground. Make certain that the student's name is marked clearly on the ball. Remember that you are bringing them at your own risk. They may be damaged, lost, or stolen.
9. No hats or caps will be worn in the building.
10. Follow your teacher's classroom rules.
11. Know and abide by the Artesia Public Schools dress code (copy included in handbook).

LUNCHROOM RULES

1. Speak in soft voices. Do not yell.
2. Do not throw food or play with food.
3. Do not touch each other's trays. No exchanging or sharing food.
4. Walk. No running in the cafeteria.
5. Keep hands, feet, and eating utensils to yourself.
6. Clean up your space after eating. Wait to be dismissed by the person on duty—follow dismissal procedures.
7. No food is allowed on the playground.
8. Parents may only have lunch with their own children.

HALLWAY RULES

1. Walk. No running in the halls.
2. Do not waste time. No loitering.
3. Keep hands and feet off the walls.
4. Be courteous of other classes while in the hallway.
5. No loud talking.

RESTROOM RULES

1. Keep restroom clean. Flush commodes.
2. Do not waste time or play in the restroom.
3. Wash hands before you leave.
4. No unnecessary noise.
5. Place paper towels in the trash can.
6. No writing or marking of any kind on walls or stalls.
7. Do not abuse or destroy facility.

PLAYGROUND RULES

1. Use the equipment as it is intended to be used.
2. No twisting or flipping on the swings. No jumping out of swings.
3. No tackling or tripping.
4. Absolutely no rock throwing.
5. Do not go into the building without permission from the teacher on duty.
6. Bring all equipment taken to the playground back into the building.
7. Do not leave the fenced playground area without permission from the duty teacher.
8. Students should stay in their assigned areas.

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

1. Written assignments
2. Loss of recess
3. Yard or area clean-up
4. Call to parents or a note sent home
5. Parent conference
6. Payment for property damage
7. Report of misconduct to the principal
8. Other as deemed necessary

STUDENTS WHO FOLLOW THE RULES WILL RECEIVE REWARDS SUCH AS:

1. Principal recognition – Students may be sent to the principal's office for special recognition.
2. Letters home
3. Principal awards
4. Certificates
5. Special assemblies
6. Classroom recognition

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

1. Fighting
2. Stealing
3. Defying authority

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:

1. Principal visit with the child
2. Verbal reprimand and file started in the office
3. Parental contact made.
4. In-school-suspension, detention, suspension, or other measures deemed appropriate.
5. 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 the 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.

Student Dress Code

The citizens of the Artesia Public School District are dedicated to the concept of a comprehensive education for all students. The Artesia Board of Education, elected by the citizens and held legally responsible for this comprehensive educational program, must have certain rules and regulations that will maintain a climate conducive to the learning process. The Artesia Board of Education believes that student appearance and dress have a direct relationship to student learning; therefore, the Student Dress Code adopted includes the following concepts:

- Safety of the students.
- Health of the students.
- Acceptable standards of decency.
- Dress and appearance that is not distracting to the student involved or to other students.

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 and neat and will not be a health or safety hazard to themselves or others. 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.

Girls:

1. Hair must be neat, clean, and well-groomed. The hair style must not be one that will create a hazard to the student's health or safety, and it must not be distracting to student learning or unprofessional for the educational setting. Hair will not cover the eyes.
2. Shoes must be worn at all times. Bathroom or house-shoe type footwear are not acceptable. Shoes that are appropriate for the daily activities must be worn at all times.
3. The following must be adhered to:
 - a. The hemline for dresses, skirts, and shorts must be of sufficient length to reach mid-thigh or longer. Dresses and skirts cannot have a slit above mid-thigh.
 - b. Pant stride and waist line must be in the normal position. Sagging clothing is prohibited. Pants or jeans that are distressed, torn, or have holes, cannot show bare skin or underwear above mid-thigh.
 - c. Blouses with buttons are to be buttoned at all times with the exception of the top button which may or may not be buttoned. See-through clothing or off-the-shoulder blouses are prohibited. Tops/shirts must be of sufficient length to cover the top of the trousers, skirt, or shorts if the students' hands are raised above their head. Bare midriff is prohibited. Tank tops or muscle shirts are prohibited. Girls' tops must have a strap over the shoulder of at least two inches (2") in width. Shirts with open shoulders must meet the two-inch (2") strap requirement between the neck and open shoulder. Shirt or 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. The showing of cleavage is prohibited.
 - d. 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, satanic, cult, or gang activities.
 - e. 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.
 - f. 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 meet the length requirements of a hemline for dresses, skirts, and shorts as stated in rule "a" above.
 - g. Nose rings and spiked jewelry are prohibited. Piercings other than in the ears are not allowed. *Exception*—students may have one (1) small, flat, "speck" nose stud.
 - h. Chains are prohibited.
 - i. The School District strongly discourages tattoos. Tattoos which are lewd, offensive, vulgar, obscene, or distracting to student learning are not allowed to be visibly displayed at school or school activities.

Boys:

1. Hair must be neat, clean, and well-groomed. The hair style must not be one that will create a hazard to the student's health or safety, and it must not be distracting to student learning or unprofessional for the educational setting. Hair will

not cover the eyes. Length of hair cannot be worn below the bottom of a standard dress shirt collar. Boys not meeting the length requirement may be allowed to pin it up during school hours and while participating in school activities.

2. Boys must be clean shaven. Facial hair is not allowed and any stubble or "five o'clock shadow" must pass the "business card test." The "business card test" is where a business card is run across the facial hair with no hair visible on the card at any time. Sideburns may not extend below the ear lobe.

3. Shoes must be worn at all times. Bathroom or house-shoe type footwear are not acceptable. Shoes that are appropriate for the daily activities must be worn at all times.

4. The following must be adhered to:

a. Boys are to wear shirts at all times. Tops/shirts must be of sufficient length to cover the top of the trousers, or shorts if the students' hands are raised above their head. Bare midriff is prohibited. Tank tops or muscle shirts are prohibited; boys' tops must have sleeves. See-through clothing is prohibited.

b. Shorts must be of sufficient length to reach mid-thigh or longer.

c. Pant stride and waistline must be in the normal position. Sagging clothing is prohibited. Pants or jeans that are distressed, torn, or have holes, cannot show bare skin or underwear above mid-thigh.

d. 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, satanic, cult, or gang activities.

e. 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.

f. Spandex-type material, Yoga pants, or Leggings are prohibited when worn as outer clothing. Shorts must cover spandex, Yoga material, or Leggings, and the shorts must meet the length requirement as stated in rule "b" above.

g. Nose rings and spiked jewelry are prohibited. Piercings other than in the ears are not allowed. *Exception*—students may have one small, flat, "speck" nose stud.

h. Chains are prohibited.

i. The School District strongly discourages tattoos. Tattoos which are lewd, offensive, vulgar, obscene, or distracting to student learning are not allowed to be visibly displayed at school or school activities.

Note: 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.

ATTENDANCE

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 (1½ hours) they will be deemed absent for that session.

Excused Absences— 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 Absences - Absences *without parent notification* defined 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 (elementary).*

When Absent from School

State law mandates that children be in attendance during 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 end of the three (3)-day period, has contacted the school to explain the absence prior to the end of the three (3)-day period.

Procedures for Notifying Parents of Student Absences

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

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.

Tardies

Definition of a Tardy—Elementary Student (K-5th grade): Arriving after the official start time (8:19).

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.

Extra Credit for Regular Attendance

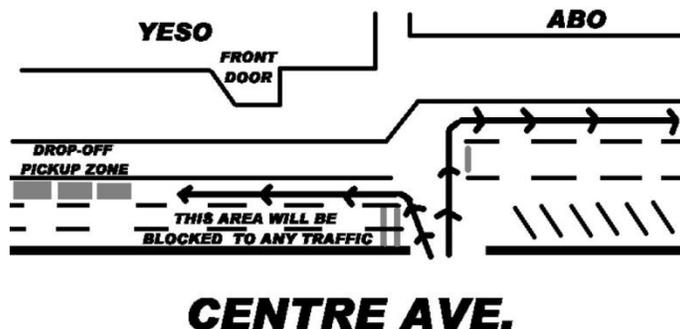
Students who maintain consistent and regular attendance will be rewarded at the end of each nine (9) week period with points added to their final nine (9) week grade average as follows:

- 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 grade average.
- Three (3) days absent per nine (9) weeks = two (2) points added to nine (9) weeks final grade 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 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.

PICK-UP AND DROP-OFF PROCEDURES



DROP-OFF PROCEDURE

- Parents may drop-off students in the designated drop-off zone on the west side of the parking lot in front of Yeso. Please drive all the way to the end of the parking lot 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 should park on Centre Ave. and come into the building.
- Parents should not drop off students at the front door except in inclement weather.

PICK-UP PROCEDURE

- All students will exit through the front doors of Yeso and proceed to the pick-up area in front of the school.
- Parents should not park and wait on students in the drop-off/pick-up lanes. ***Cars should never be parked in the drop-off/pick-up lane!***
- If parents wish, they can have students meet them at a designated spot. These students should follow the "Walk Home Procedure"
- Please do not enter either parking lot until 3:20.
- Please have your student sign in the front window of your vehicle.

WALK HOME PROCEDURE

- Students who walk home from Yeso will be escorted to Centre Ave. by a teacher.
- All students will exit through the front doors of Yeso School.

WALKING TO SCHOOL

Crosswalks are plainly marked, and your child should learn to cross the street only in the crosswalks. Have them take the safest route to school, stop on the curb, and look both ways to make sure it is safe before crossing. Please insist that your child take the same route to and from school every day. **STUDENTS SHOULD NOT ARRIVE AT SCHOOL BEFORE 7:45 am.**

BICYCLE & SCOOTER SAFETY

Please help your child learn all the rules of bicycle and scooter safety. Show your child the safest route to school. Bicycles are to be parked in the bicycle racks and locked securely. Should your child have a flat or any problem with the bicycle, we will have them call you. The school cannot be responsible for bicycles left overnight. When the students arrive on campus, they should walk their bicycles to the bicycle racks. In the afternoons, the students should walk their bicycles until they are safely off the school campus. Scooters are to be "folded up" and carried as soon as the students arrive on the school campus. After school, scooters are to be carried until the students are safely off the school campus.

STUDENT BUS REGULATIONS

- A. Students who do not obey the state and local regulation governing student transportation may have their transportation privileges revoked by the school district.
- B. 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.
- C. Students must be on time at their assigned bus stop.
- D. 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.
- E. The driver is in full charge of students when they are riding on the bus. The students must obey the driver promptly.
- F. Students shall not get on or off the bus while it is in motion. Students must remain seated and keep aisles and exits clear.
- G. 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 assigned stop or school.
- H. Students must occupy the seats assigned them by the bus driver.
- I. Students shall not be permitted in front of the passenger seating area while the bus is in motion.
- J. Students will stay out of the driver's seat and will not tamper with any equipment.
- K. Students shall be courteous and obedient to the driver.
- L. Students must cooperate with the bus driver in keeping the bus clean.
- M. 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.
- N. Students shall not use profane language or obscene gestures and shall not eat any food or drink any beverages on the bus.
- O. Students should remember that misconduct or carelessness not only endangers their own safety, but also the safety of the other students on the bus.
- P. Students must not extend their hands, arms, heads, or objects through bus windows.
- Q. 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.
- R. Students must not open or close the bus windows without permission of the bus driver.
- S. Students shall not throw any item inside or outside the bus while boarding, riding, or leaving the bus.
- T. The use of tobacco, drugs, alcohol or controlled substances shall not be permitted.
- U. Students will not ride on the outside of the school bus at any time or attach anything to the bus.
- V. Parents or guardians shall be held responsible for malicious destruction of the bus.
- W. 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.
- X. 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.
- Y. Students shall look both ways before crossing to the opposite side of the road.

SCHOOL VISITORS

We encourage parents/guardians to volunteer in the classroom. Please speak with your child's teacher to set up times so they may notify the office staff. To ensure the safety of all students, visitors will be required to use the intercom, show ID and be buzzed in by school staff. ALL visitors must check in at the front office

******ALL VISITORS (INCLUDING PARENTS) MUST SIGN-IN THROUGH THE OFFICE AND RECEIVE A VISITOR'S PASS BEFORE GOING TO THE CLASSROOM. THIS IS FOR THE CHILDREN'S SAFETY. WE MUST KNOW WHO IS IN THE BUILDING.**

If you need to take your child out of school early, please notify the office or the teacher in advance. When picking up your child, you will be required to use the intercom in the lobby. You will need to show school staff your ID and inform them which student you are picking up. School staff will call your student to the office. Please wait in the waiting area in the security vestibule. You must be on the student's contact list to pick up any students

NO STUDENTS WILL BE CHECKED OUT AFTER 2:45 PM UNLESS IN EXTREME EMERGENCY. ALL SPECIAL ARRANGEMENTS FOR STUDENTS SHOULD BE MADE BEFORE 2:45.

For safety and liability reasons, student visitors are not allowed.

TELEPHONE CALLS

A school telephone is available to students for emergencies and to contact parents in case of illness. To keep the phone lines open for these purposes, please make all necessary plans and arrangements with your children before they leave home in the morning. Please do not hesitate to contact the school office at 748-2755 if you have questions or concerns.

BREAKFAST AND LUNCH

Breakfast and lunch are served each day. Breakfast is served at 8:15 in the classroom at no cost to the student. You may pay for meals daily, but we would appreciate it if you would pay for meals by the week, bi-monthly, or monthly. Free and reduced lunch applications are sent home at the beginning of the year. Should your income change anytime during the school year, don't hesitate to come into the office and pick up a form. Menus are posted in the office and in each classroom. They are also broadcast on KSVP 990 daily at approximately 7:30 a.m. 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 menu. ***Students are not allowed to charge lunch. Occasionally, students will forget their lunch money. When this happens, we will loan your child the price of a lunch for that day. This money comes out of our general fund and MUST be put back into the fund. Please see to it that your child pays the money back the following day. Students are not allowed to have lunch in the cafeteria with anyone except their guardian. If you want to take students to lunch we must receive a signed note from their parent in the morning before school. Students are not allowed to share lunches.

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 and 2nd grade classes give 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 will also receive grades for conduct, handwriting, music, art, and physical education.

AWARDS ASSEMBLIES

We will have awards assemblies at various times throughout the school year. Awards will be given for Honor Roll, Highest Honors, Perfect Attendance, Character Counts, Reading, and other areas of achievement. To make Honor Roll in 1st and 2nd grades, a student must have two A's, nothing below a B, and an S or better in conduct. To make Honor Roll in 3rd-5th grades, a student must have 3 A's, nothing below a B, and an S or better in conduct. To make Highest Honors in any grade, a student must have nothing below an A and an S or better in conduct.

SCHOOL SUPPLIES

A basic supply list for each grade level will be available. Teachers may ask for a few more additional supplies to meet the needs of their individual classrooms. Please see that your child continues to have the proper supplies throughout the school year.

PERSONAL BELONGINGS

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, balls, etc. When such articles are found, they are brought to the office. Please check our "lost and found" whenever you are at school. Students should not bring any valuables to school.

PARTIES

We have four "official" class parties during the year. These parties will be at the following times—Winter Break, Valentine's Day, Spring Interim, and end-of-the-year parties. We ask that you be willing to help with these parties in order to make them fun for the students and prevent the burden from falling on just a few parents.

LIBRARY

Yeso has an exceptional library for the children. We have an excellent reading program and encourage students to read on their own. Our teachers use the Accelerated Reader Program in which students are tested over books they have read and earn points and rewards. All students participate in a school-wide program in which they get reading ribbons for reading a certain number of books or earning a specific number of Accelerated Reader points.

In addition to each class's scheduled library time, the library is open at 8:00 a.m. and some afternoons for students to check out books. A fine of 2 cents per day is charged for overdue books. Students who lose books or tear up books are charged the cost of replacement.

Please encourage your child to read good books. This can best be done by reading books to your child and by having your child read to you.

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 Yeso Elementary need to be evacuated from the entire Yeso campus, the following procedures will be followed:

- ◆ 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/her designee.
- ◆ If an emergency evacuation is not necessary, classes will be dismissed by grade level.
- ◆ Students will walk as classes to Bulldog Bowl using the following route—Bus lane to 17th Street across Grand Street into Bulldog Bowl.
- ◆ Teachers will organize their students by class in the home-side bleachers (under the Press Box).
- ◆ Parents will be directed to the concourse on the home-side where they will be allowed to check-out students.

SCHOOL NURSE

Our school nurse is scheduled to be at Yeso 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 conducts vision and hearing screenings on all 2nd and 4th graders. Immunization records are screened to make sure they are up to date. It is important that the nurse knows of any significant illness or if your child takes any special medication.

The nurse is happy to screen any student at a teacher's or parent's request to rule out any health concern. The nurse cannot diagnose any illnesses, but she is very helpful with any concerns you may have.

ACCIDENTS, FIRST AID, AND ADMINISTERING OF MEDICATION

We will attempt to notify parents by telephone if a sudden illness or accident occurs. If parents cannot be reached, the child will be taken to the doctor or hospital if needed. Parents are responsible to see that their child's emergency enrollment card is up to date. This card lists emergency phone numbers and addresses.

We will not administer any kind of medication (prescription or over-the-counter) to your child unless the authorization form is completed and on file in the nurse's office.

DELAYED SCHEDULE

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 a.m. for information on bad weather days.

CUSTODY RELATED ISSUES

Please assist us in the handling of custody related issues. Please provide us with a copy of court orders affecting any other person's right to your children. The staff at Yeso Elementary will strive to assist in custody issues but cannot be held responsible for the implementation of custody agreements.

