

YESO



Student/Parent Handbook

2021-2022

Administrative Staff

Lynn WorleyPrincipal
Marsha MolinaAssistant Principal
Cassie Sanchez.....Secretary
Kristie Montoya Counselor
Alise Mullen Nurse

Notice

It is the policy of the Artesia Public Schools not to discriminate on the basis of race, sex, religion, national origin, or handicap in any of its educational programs or employment practices. Inquiries regarding compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, or Section 504 of the Rehabilitation Act of 1973 may be directed to Mr. John Ross Null, Superintendent, at 301 Bulldog Boulevard, Artesia, New Mexico 88210.

Records of transferring students are released to receiving schools as a matter of normal practice.

School Times

8:00-3:15

Tardy Bell Rings at 8:15

After 8:15, you must come sign your child in at the office.

Morning Drop Off

When dropping off students in the morning, please pull as far forward in the lane as you can. This will help with traffic backing up.

Afternoon Pick Up

When picking up students, our staff strongly discourage checking them out before the school day ends. Our time with students is valuable and every minute is used for instruction.

When picking up students from the front of the school, please make sure that your name plate is posted where the staff member can see it. The administrator outside will tell you what number to pull forward to.

School Visitors/ID

All visitors need to check in at the office upon arrival. You will need to have your ID and a pass to have access to classrooms, cafeteria, library, etc.

Lunch

Due to social distancing, visitors are not allowed to come for lunch at this time. *Students are not allowed to share lunches.*

Grade	Lunch	Recess
1 st	11:00	11:20
2 nd	11:20	11:40
3 rd	11:40	12:00
4 th	12:00	12:20
5 th	12:20	12:40

PowerSchool



Please download the PowerSchool app on your phone for a wealth of information. You can use the app to check your student's grades, attendance, and lunch account.

<https://bulldogs.powerschool.com/public/home.html>

STUDENT ABSENCES AND EXCUSES
(District Policy-Taken from www.bulldogs.org)

Types of Absences

An absence is recorded when:

- An elementary student (K-5th grade) misses more than one-half (1/2) of the instructional time in any morning or afternoon session (1 1/2 hours)

Note: The State of New Mexico requires that Excused and Unexcused absences be used in the calculation for Chronic Absenteeism. These results are reported to the State, and schools are responsible for lowering chronic absenteeism.

Excused Absences -- A parent notifies the school that their child will be absent for the following reasons: personal illness, professional appointments that could not be scheduled outside school time, or serious personal and/or family problems. Medical Doctor Excused Absences are recorded when the school receives a written doctor notification that the student was absent due to a medical appointment or a medical condition of which the student was under a doctor's care. Absences which are the result of discipline levied by the school administrator primarily for disciplinary reasons such as out-of-school suspension are considered excused absences for reporting purposes. However, a student that has been suspended from school for any reason will receive a grade of zero (0) for each day of suspension. School administrators are authorized to allow completion of work for partial credit depending upon the circumstances of the suspension.

Unexcused Absences – An absence from a class or school day for which the student does not have an allowable excuse from a parent or doctor. Five (5) unexcused tardies also constitute an unexcused absence. School administrators are authorized to excuse students for necessary and justifiable reasons as determined by the circumstances surrounding the cause of the absence.

When Absent from School

If the parent(s)/guardian(s) have a telephone and provide the contact number to the school, the school may make a reasonable effort to give notification of absence within three (3) hours of the beginning of the school day if the school has not received confirmation of the student's absence. No right of being informed is established by this direction to staff. State law mandates that parents are responsible for children to 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. When it is impossible to call on the day of the absence, the school should be notified on the morning the student returns by signed parental note, in time for the student to obtain an admission approval prior to class time. All absences not verified by parental or administrative authorization will be considered unexcused. If a parent does not have access to a phone, either at home or at work, a note will be accepted for verification purposes. For absences greater than one (1) day in length, the school should be notified each day of the absence. 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, if possible, no later than the close of school on the school day next succeeding the three-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-day period, has contacted the school to explain the absence.

All personnel will solicit cooperation from parents in the matter of school attendance and punctuality, particularly regarding 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.

Interventions for Student Absences (as required by NMSA 22-12A-1)

At each of the levels described below, parents will attend a meeting with school administrators and an attendance team (with the student in the secondary schools) to formulate interventions and services needed to improve student attendance. Students and families who do not respond to intervention face consequences which may include referral to the Children, Youth and Families Department for excessive absenteeism.

- Individual Prevention -- a student misses 5% (but less than 10%) or more of classes or days of school.
- Early Intervention – a student misses 10% (but less than 20%) or more of classes or days of school.
- Intensive Support – a student misses more than 20% of classes or days of school. Procedures for

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

Tardies

Definition of a Tardy - Arriving after the official start time. Five (5) unexcused tardies (during a nine [9] week period) shall count as an unexcused absence. Each tardy (during a nine [9] 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.

*All types of absences will count when determining Extra Credit for Regular Attendance except for Official Absences.

Make Up Work for Absences

Make up work for absences is the responsibility of the student and will be allowed based on 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.

Dress Code Updated in 2019

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.

- **Racialized aggression is prohibited.** “Racialized aggression” is defined as an aggressive act that is intended to be harmful or demeaning and is motivated by the aggressor’s racial prejudice or bias against the intended victim or victims. A link to a statewide hotline for reporting such incidents is provided on the District Website located at www.bulldogs.org

Home - Artesia Public Schools

Welcome to Artesia Public School District located in the enchanted land of southeastern New Mexico. We provide a comprehensive public education to students from preschool through the 12th grade in Artesia and its surrounding communities. www.bulldogs.org

- Board Policy Exhibit J-4632 “STUDENT DISCIPLINE: A Guide to Disciplinary Actions” states:
 - *Hazing*—Participating in harassing acts that injure, degrade, or disgrace, or tend to injure other individuals. Minimum consequence Discussion, Maximum consequence, Suspension.
 - *Assault*—Unlawful attempt to commit a violent injury on the person of another. Minimum consequence Suspension, Maximum consequence Expulsion.
 - *Battery*—Any willful and unlawful use of force upon person of another. Minimum consequence Warning, Maximum consequence Expulsion.
 - *Freedom of Expression*—Distribution or utterance on or near school property obscene, inflammatory, libelous, slanderous or otherwise impermissible material in violation of established rules and regulations. Minimum consequence Suspension, Maximum consequence Expulsion.
 - Board Policy J-2550 “STUDENT HARASSMENT/BULLYING/CYBERBULLYING PREVENTION” states:
 - Harassment, bullying, and cyberbullying are prohibited on school property.
 - “Bullying” means any severe, pervasive, or persistent act or conduct that targets a student, whether physically, electronically or verbally, and that:
 - May be based on a student’s actual or perceived race, religion, color, national origin, ancestry, sex, sexual orientation, gender identity, spousal affiliation, physical or cognitive disability or any other distinguishing characteristic; or on an association with a person, or group with any person, with one or more of the actual or perceived distinguishing characteristics.
 - Any school administrator who receives a report of harassment, bullying, or cyberbullying shall take immediate steps to ensure a prompt investigation of the report and shall take prompt action in response to these acts upon confirmation of the occurrence through such investigation. Such action may include the least restrictive means necessary to address a hostile environment resulting from harassment, bullying, or cyberbullying that may include:
 - counseling;
 - mediation;
 - development of a student safety support plan for protection of the targeted student;
 - discipline up to but not including expulsion (see "progressive discipline" in Definitions above).
- Where disciplinary action is necessary, District policies and regulations pertaining to permissible penalties and procedures shall be followed as in policy. Reference Policy JK for implementation of permissible penalties within the context of progressive discipline referent to all of the surrounding circumstances including:
- the nature of the incident;
 - the developmental age of the student who is bullying as well as the student who has been bullied; and
 - any history of problem behavior from the student who is bullying.

School Expectations (Formerly Known as Rules)

- Be kind
- Treat people and things respectfully
- Be responsible
- Follow directions quickly

Most inappropriate behaviors fall under one of these categories. If you need to see a more detailed list of Do's and Don'ts, please visit our school website and go to the student handbook.

Masks

All students are required to wear a mask while in the school building. Students may take a mask break when they are outside or eating/drinking.

Cell Phones and Phone Watches

When students are on school grounds, their phones should be turned off and in their backpacks.

Consequences for Non-Cooperation:

1st Offense-Phone/watch taken by teacher and returned at the end of the day.

2nd Offense-Phone/watch turned into the office and returned at the end of the day.

3rd Offense-Phone/watch turned into the office and must be picked up by a guardian.

*If students need to make a phone call, they can come to the office with their device, make their call, and then power down their device.

Discipline Referrals

Our staff will handle behaviors differently based on the nature of the behavior.

Many minor behaviors are managed by the teacher, such as: disrupting, attitude, preparedness, dishonesty, etc....

For these behaviors, your student might bring home a *Classroom Discipline Form*.

For more major behaviors, such as: bullying, fighting, vandalism, chronic minor behaviors, etc....

For these behaviors, your student will bring home an *Office Referral Form*. This means, they have been to the office and visited with the Principal about their behavior.

Bullying

“Bullying involves harm, an unfair match, and there is repetition over a period of time.” -Vector Solutions

Bullying can be reported at <https://www.bulldogs.org/Report-Bullying>

Curriculum

CCSS

Yeso students follow the Common Core State Standards. If you are interested in what those are for each grade level, please visit: www.corestandards.org

Accelerated Reading

Students will be reading books and taking tests on their level. (First grade students will start after Christmas, *unless specified by their teacher*.) Second through fifth grade students will receive grades based off their progress towards their goals.

Envision, Reading Street, Elevate/Mystery Science, and Social Studies Weekly

This is our district adopted curriculum. Your students will be working on this throughout the school year.

Grades

First Grade

No report card grades are given. At the end of each nine weeks, checklists and testing results will be available.

Second Grade

Students will receive letter grades on their report card for Arithmetic, Reading, and Language.

Honor Roll= Two A's and One B

Highest Honors=All A's

Third, Fourth, and Fifth Grade

Students will receive letter grades on their report card for Arithmetic, Reading, Language, Science, and Social Studies.

Honor Roll= No more than two B's and the rest A's

Highest Honors=All A's

Eligibility for Additional Activities

Students who have not put forth effort to work hard in class will not be eligible to participate in activities, such as: parties, field trips, track meet, etc... This will be determined by the teacher and principal.

For more information, please visit our school website at: <https://yeso.bulldogs.org/>

August 2021

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9 Family Picnic 6-7:30	10	11	12 First Day of School	13	14
15	16	17	18	19	20 PTO @ 12:15	21
22	23	24	25	26	27	28
29	30 Open House @ 6:00 (Zoom)	31				

September 2021

S	M	T	W	TH	F	S
			1	2	3	4
5	6 Labor Day	7 Book Fair Begins *Begin Ticket Sales	8	9	10 Book Fair Ends PTO @ 12:15	11
12	13	14	15 Early Release 1:15	16	17	18
19	20	21	22 Picture Day	23	24 Homecoming Enchilada Supper	25

26	27	28	29	30		
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October 2022

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8 End of 1 st Nine Weeks	9
10	11 Indigenous Peoples' Day	12	13 Report Cards	14 Virtual Classroom Awards 2 nd -8:45 3 rd -9:00 4 th -9:15 5 th -9:30	15 Parent Conferences	16
17	18	19	20	21	22	23

24	25	26	27	28	29	30
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November 2021

S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9 Picture Retakes	10 Early Release @ 1:15	11 3 rd Grade Veteran's Program	12	13
14	15	16	17	18	19	20
21	22 Thanksgiving Break Begins	23	24	25	26	27

28	29	30				
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December 2021

S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16 5 th Grade Christmas Program	17 End of 2 nd Nine Weeks *Sing-a-long	18
19	20 Christmas Break Begins	21	22	23	24	25

26	27	28	29	30	31	
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January 2022

S	M	T	W	TH	F	S
2	3 No School for Students	4 School Resumes	5 Report Cards	6	7 Classroom Awards 1 st -8:30 2 nd -8:45 3 rd -9:00 4 th -9:15 5 th -9:30	8
9	10	11	12 Class Pictures	13	14	15
16	17 MLK Day	18	19	20	21	22

23	24	25	26	27	28	29
30	31					

February 2022

S	M	T	W	TH	F	S
		1	2	3	4 Parent Conferences	5
6	7	8	9	10	11	12
13	14	15	16 Early Release @1:15	17	18	19

20	21 Presidents' Day	22	23	24	25	26
27	28					

March 2022

S	M	T	W	TH	F	S
		1 Spring Pictures & 5 th Grade Graduation Pictures	2	3	4	5
6	7	8	9	10	11 End of 3 rd Nine Weeks	12

13	14	15	16 Report Cards	17	18 Classroom Awards 1 st -8:30 2 nd -8:45 3 rd -9:00 4 th -9:15 5 th -9:30	19
20	21 Spring Break Begins	22	23	24	25	26
27	28	29	30	31		

April 2022

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9

10	11	12	13	14	15 Spring Interim	16
17	18	19	20	21	22 No School for Students	23
24	25	26	27	28	29	30

May 2022

S	M	T	W	TH	F	S
1	2	3	4 4 th Grade Fiesta	5	6	7

8	9 Book Fair Begins	10	11	12 Book Fair Ends	13 All Sports Day	14
15	16	17	18	19	20	21
22	23	24 End of Year Awards	25 5 th Grade Graduation	26 Last Day of School	27	28
29	30	31				