

Mettie Jordan Elementary  
Student/Parent Elementary Handbook  
2021-2022 School Year



# Mettie Jordan Elementary Student/Parent Elementary Handbook 2021-2022 School Year

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Cynthia Sims  
*Business Office Manager*

Paula Gaytan  
*Bookkeeper/Payroll Clerk*

Sandra Tercero  
*Superintendent's Secretary/Accounts Payable*

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## DISTRICT PHONE NUMBERS

Administration Office ~

(575) 394-2524

(575) 394-2525

(575) 394-3455

Fax

(575) 394-3006

Superintendent ~ (575) 394-2524

Human Resources ~ (575) 394-2524

Business Office (575) 394-2524

Athletic Department (575-394-2524

Special Education (575) 394-2440

Maintenance (575) 394-2524

Technology ~ (575) 394-2524

Transportation (575) 394-2524

1720 Ave K; PO Box 129

Eunice, NM 88231

## SCHOOL PHONE NUMBERS

### **METTIE JORDAN ELEMENTARY**

*1715 Avenue M; PO Box 129.*

*575-394-2440*

*Fax: 575-394-2084*

*Nurse: 575-394-2626*

*Cafeteria: 575-394-2221*

Carey Lindner

Principal

Martha Armendariz

Secretary

Patrick Cleveland

Counselor

Nicole Acosta

Nurse

### **CATON MIDDLE SCHOOL**

*1106 16<sup>th</sup> Street; PO Box 129*

*575-394-3338*

*Fax: 575- 394-3661*

Christy Boyd

Principal

Nellie Franco

Secretary

Patrick Cleveland

Counselor

Brigette Aguilar

Nurse

### **EUNICE HIGH SCHOOL**

*1720 Ave K; PO Box 129*

*575-394-2323*

*Fax: 575-494-3140*

*Library: 575-394-2179*

*Counselor: 575-394-2929*

Tracy Davis

Principal

Ruby Aguilar

Secretary

Kerri Vinson

Counselor

Robbie Robinson

Athletic Director

## **SCHOOL TRADITIONS**

### **THE FLAG**

The flag of the United States is raised at the beginning of each school day. It symbolizes both the history and the ideals that have made this nation great. It should remind us of our duty and obligation to help maintain this image. The flag is lowered to half-mast on appropriate occasions.

### **PLEDGE OF ALLEGIANCE**

I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

### **THE AMERICAN CREED**

I believe in the United States of America as a government of the people, by the people, for the people; whose just powers are derived from the consent of the governed; a democracy in a republic; a sovereign nation of many sovereign states; a perfect union, one and inseparable; established upon those principles of freedom, equality, justice and humanity for which American patriots sacrificed their lives and fortunes.

### **SCHOOL COLORS**

Red and White

### **SCHOOL EMBLEM**

The Cardinal

### **CARDINAL'S FIGHT SONG**

Buckle down, Eunice Cardinals, buckle down,  
You can win, you Cardinals, if you knuckle down  
If you break their necks, if you make them wrecks,  
You can break the hex, Eunice Cardinals, buckle down.

Make 'em yell, you Cardinals, make 'em yell.  
You can win, you Cardinals, if you ring the bell.  
If you don't give in, take it on the chin,  
You are bound to win, if you will only buckle down.

## **WELCOME**

Welcome to Mettie Jordan Elementary in Eunice, NM. The staff of Mettie Jordan is dedicated to creating and maintaining a safe, collaborative, and positive learning environment in our school. This handbook is designed to provide students and their families with critical information about our school, including rules, procedures, and expectations.

In order for students and parents to be aware of our rules, procedures, and expectations, please review all items contained in this handbook carefully and keep it for reference throughout the year. Please know that our student handbook is not meant to be an entirely inclusive document, as it would be difficult to identify all aspects of how our school functions in such a limited space. We will update parents and students as necessary throughout the year. We hope that, with the support and commitment of parents/guardians and the staff of MJE, this will be your most successful academic year yet!

*Eunice Public Schools does not discriminate on the basis of race, color, national origin, sex, age, or disability in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:*

*Business Office, PO Box 129, Eunice, NM 88231 • 575-394-2440*

## **VISION STATEMENT**

Eunice Public Schools will create an environment that inspires all students to meet challenges and reach their potential as lifelong learners and global citizens.

## **MISSION STATEMENT**

The Eunice Public Schools are dedicated to providing high quality educational experiences that balance challenging academic and extracurricular opportunities in a secure, stable environment which will effectively serve all members of its school community.

## **STRATEGIC GOALS**

- The Eunice Public Schools will create and develop long range programs which will reward current teachers, recruit highly qualified staff, and improve staff morale.
- The Eunice Public Schools will improve students' instructional program through planning and implementing an elementary physical education program.
- The Eunice Public Schools will improve professional development experiences for all staff to ensure they have the necessary training for new programs, technology, and data interpretation to improve student learning.
- The Eunice Public Schools will identify and implement a series of improvements in the communication with both external and internal stakeholders.
- The Eunice Public Schools will take all steps necessary to create and maintain a safe learning environment through a process of updating the district safety plan to assure currency, relevancy, accuracy, and district-wide compliance.

## PROGRAMS

The Eunice Public Schools provide a variety of programs to meet the unique needs of its students. These include but are not limited to:

Title I, Bilingual, Special Education, Section 504 compliance, Advanced Placement, MLSS, and Professional Learning Communities

### Bilingual Multicultural Education

The MJE English Language Learner (ELL) program is a state-funded program addressing the need for oral language, reading, and math remediation for English Learners and immigrant students. An appreciation of the dominant culture is encouraged. The goal of our bilingual program is for all students to meet and exceed all content area standards, demonstrate academic excellence, and experience school success.

### Student Assistance Team/MLSS

Students experiencing academic or behavior problems may be referred to the Student Assistance Team (SAT) by a teacher/principal. The SAT/RTI is a leveled program designed to provide interventions or behavior management plans to help make the student become more successful in the classroom.

### Special Education

Special Education programs are available depending upon the individual needs of the students. Data from the Student Assistance Team (SAT) process will be considered in making the eligibility determination for Tier 3 services. Once a student is referred to Tier 3, with written parental consent and prior written notice, a multidisciplinary evaluation is completed.

Following the evaluation, a qualified group of professionals uses the available data from the multidisciplinary report, the SAT, and other data sources to determine the student's eligibility for special education.

If you have any questions regarding our Special Education program, please contact the Special Education Office at **575- 394-3154** and speak to **Mrs. Sue Haynes, SPED Director**.

## SCHOOL ARRIVAL

There is no one on supervisory duty before school each day. Please do not bring your child before 7:45 a.m. Breakfast is served from 7:45 a.m. to 8:05 a.m. Please see that your child arrives to school by 8:05 a.m.

Students will be allowed to enter school and report to the cafeteria beginning at 7:45 AM. For the safety of the students, parents are asked to drop their children off no earlier than 7:45 AM. Kindergarten and 1<sup>st</sup> grade students will report to the cafeteria. 3<sup>rd</sup>-5<sup>th</sup> grade students will report to the gymnasium. If any 3<sup>rd</sup>-5<sup>th</sup> grade student will be eating breakfast they must do so before 8:05 am. Duty teachers will begin dismissing students to the classroom at 8:05. Students arriving after 8:10 must report to the office for a tardy slip. Three tardies are the equivalent of one absence.

Students leaving school early during the school day must be signed out in the office by a parent/ guardian with a picture ID. Students who leave school early will miss important instructional time. **Students who are picked up early on a regular basis could accumulate tardies and or absences and miss important academic instruction.** No student will be allowed to leave school during the day with any individual other than a parent

or guardian until proper documentation has been filed with the school. Any person checking a student out for any reason during the school day must be over 18 and be listed on the student's file in our office.

Students walking home after school must leave the school grounds immediately after dismissal. This rule is for the safety of the students. When delivering or picking up students at the school, please use designated areas.

Students will be dismissed at the following times:

Kindergarten and 1<sup>st</sup> grade students will be in the Pickup Line at 3:00.

2<sup>nd</sup> grade students will be in the Pickup Line at 3:05.

3<sup>rd</sup>-5<sup>th</sup> Grade students will be dismissed at 3:10.

If you are picking up students in different grade levels, please park in the parking lot and students will be escorted over via crosswalk to the parking lot. This will help keep the flow of the pickup lane moving.

## **STUDENT ABSENCES AND EXCUSES. Board Policy J-0500; J-1550.**

The regular school attendance of a child of school age is required by state law. Regular school attendance is essential for success in school; therefore, absences shall be excused only for necessary and important reasons. Such reasons include but are not limited to illness, injury, bereavement of a family member, other family emergencies, and observance of major religious holidays of the family's faith or religious instruction and tribal obligations. For religious instruction and tribal obligations, written consent of a parent and approval of the principal are required. A student may be excused for parent or doctor authorized medical reasons. Time shall be provided for the student to make up the work.

An unexcused absence means an absence from a class or school day (half of the students approved program) for which the student does not have an allowable excuse.

Absent means not in attendance for a class or school day for any reason, excused or not excused except for interscholastic extracurricular activities.

In the event of a necessary absence known in advance, the parent is expected to inform the school; if the absence is caused by emergency, such as illness or injury, the parent is expected to telephone the school office, if possible. When a student returns to school following an absence, a note of explanation from the parent is required, unless the parent notified the school in advance of the absence.

School administrators are authorized to excuse students from school for necessary and justifiable reasons as determined from the circumstances surrounding the cause of the absence.

## **ATTENDANCE INTERVENTIONS AND SUPPORT**

Intervention is called for if a student misses five percent (5%) or more of classes or days of school.

A public school shall provide interventions to students who are absent or chronically absent, which may include:

- assessing student and family needs and matching those needs with appropriate public or private providers, including civic and corporate sponsors;
- making referrals to health care and social service providers;
- collaborating and coordinating with health and social service agencies and organizations through school-based and off-site delivery systems;

- recruiting service providers and business, community and civic organizations to provide needed services and goods that are not otherwise available to a student or the student's family;
- establishing partnerships between the public school and community organizations, such as civic, business and professional groups and organizations and recreational, social and out-of-school programs;
- identifying and coordinating age-appropriate resources for students in need of:
  - counseling, training and placement for employment;
  - drug and alcohol abuse counseling;
  - family crisis counseling; and
  - mental health counseling;
- promoting family support and parent education programs; and
- seeking out other services or goods that a student or the student's family needs to assist the student to stay in school and succeed.

The attendance team may be convened to establish;

- a specific intervention plan for the student,
- weekly progress monitoring, and
- a contract for attendance.

If a student misses twenty percent (20%) or more of the classes or days of school. The attendance team shall:

- notify the parent in writing by mail or personal service;
- providing the date, time and place for a meeting to be held with the parent, principal of the school and the attendance team for the purpose of;
  - establishing nonpunitive consequences for the student at the school level;
  - Identifying appropriate specialized supports needed to help the student address the underlying causes of excessive absenteeism, and
  - apprising the student and the parent of the consequences of further absences.

If a student does not respond to intensive support as implemented above but continues displaying excessive absenteeism, the School Board shall consult with the Superintendent in executive session on the issue and shall cause the student to be reported to the probation services office of the appropriate judicial district for the purpose of an investigation as to whether the student should be considered a neglected child or a child in a family in need of family services, subjecting the child to provisions of the Children's code.

Upon a written request by a parent for attendance data the school shall provide the following information within five (5) days:

- absence data,
- preventive measures,
- resources to address the causes, and
- a corrective action plan and interventions including follow-up procedures.

## **WITHDRAWAL**

When it becomes necessary for a student to withdraw from Mettie Jordan Elementary, the parent will need to report to the office. They will receive a withdrawal form. If there are any fines within the student account, then records will not be released until all fines are taken care of.

Students and parents are responsible for consistent attendance. Students and parents should be aware of the fact that any absence affects one's grades and all that is missed cannot always be made up; however, we recognize that at times absences cannot be avoided. When a student is absent, parents will give written notification of the reason for the student's absence **no later than on the day of the student's return to school.**



## **Anti-Bullying Policy Board Policy J-2550**

“Bullying” behavior by any student in the Eunice Public Schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school.

“Bullying” means any repeated and pervasive written, verbal or electronic expression, physical act or gesture, or a pattern thereof that is intended to cause distress upon one or more students in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events.

“Bullying” includes, but is not limited to, hazing, harassment, intimidation or menacing acts by a student which may, but need not, be based on the student’s race, color, sex, ethnicity, national origin, religion, disability, age, or sexual orientation that a reasonable person under the circumstances should know will have the effect of:

- Placing a student in reasonable fear of physical harm or damage to the student’s property;
- Physically harming a student or damaging a student’s property; or
- Insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student.

Students and parents may file verbal or written complaints concerning suspected bullying behavior with school personnel and administrators. Any report of suspected bullying behavior will be investigated. If acts of bullying are verified, disciplinary action may be taken against the perpetrator, up to and including suspension and/or expulsion.

Staff will be reminded at the beginning of each school year about the Anti-Bullying Policy, as well as their responsibilities regarding bullying behavior. A copy of the policy will be disseminated annually.

### **Reporting and Investigation**

School employees and volunteers having significant contact with students shall complete training on how to recognize signs that a person is being harassed, bullied or cyberbullied and shall be responsible for reading and understanding this policy.

Any student, parent or person may report an allegation of bullying by contacting a school employee with information that will allow the administration to contact those who may be involved. A school employee who has information about or a reasonable suspicion that a person is being harassed, bullied or cyberbullied shall report immediately to the school principal, an administrator, the superintendent or any of these school officers. Retaliation for witnessing or reporting bullying is prohibited and the person initiating such retaliation is subject to disciplinary action. Reports of retaliation shall be made in the same manner as those for bullying.

## **BUS TRANSPORTATION AND RULES**

The State of New Mexico provides bus transportation for most students in the Eunice Public School District. Riding the school bus is a privilege, not a right. Students are provided the privilege of riding the bus as long as they observe identified safety regulations. Students are expected to follow the same rules of good conduct as required when they are in school. Rules are established to ensure the safety of all students who ride the bus. These rules will ensure safe transportation between the home and the school:

- The bus driver is in full charge of students who ride the bus.
- Students should be at the bus stop on time; the bus must run on schedule. The bus will not wait for students who are not at the bus stop on time.

- Students should obey the driver promptly.
- Students should be courteous to the driver and obey all rules.

Students who do not obey the rules will be reported to the school principal. Depending upon the severity or repetition of the infraction the following disciplinary actions may be enforced: a conference with the student and/or parent, lunch detention, In School Suspension (ISS), a period of 1-5 days of suspension from the bus (parents will be required to provide transportation). Continued behavior infractions could result in the loss of the privilege of riding the bus.

Students may not ride a bus other than the one that is assigned to deliver them to and from school. If an unavoidable circumstance calls for the need to ride another bus, a note should be brought from home and signed by the parent, and the principal.

During field trips, the teacher in charge will supervise students. The teacher has total control of the students under his/her direction.

Inquiries about bus transportation can be directed to Mr. Ken Don Fish at 631-8868 or Mrs. Cynthia Sims at the Administration Office: 575-394-2524 **\*With restrictions in place, there may be other restrictions on bussing\***

### **SCHOOL SPONSORED TRIPS AND ACTIVITIES**

Students will use school transportation for all school-sponsored trips. After the completion of the activity, students may be released to the parent/guardian if all of the following conditions have been met:

1. The parent/guardian must write a note requesting release of the student and present the note to the head coach.
2. The principal and the teacher must indicate his/her approval/disapproval on the note.

## DAILY SCHEDULE

### Morning Drop Off

Building will open at 7:45 am

Breakfast 7:45-8:05 am

Attendance 8:05 am

### Lunch Schedule

Kindergarten	11:00-11:40	4 <sup>th</sup> Grade	11:40-12:20
1 <sup>st</sup> Grade	11:10-11:50	5 <sup>th</sup> Grade	11:45-12:25
2 <sup>nd</sup> Grade	11:20-12:00	Pre-K	12:15-12:35 (recess)
3 <sup>rd</sup> Grade	11:30-12:10	determined by the teacher)	

Each grade level has a 40-minute lunch period, which includes about 20 minutes in the cafeteria and a 20-minute recess.

### Dismissal

PreK will be picked up from the classroom doors at 3:00.

Kindergarten and 1<sup>st</sup> grade students will be in the Pickup Line at 3:00.

2<sup>nd</sup> grade students will be in the Pickup Line at 3:05.

3<sup>rd</sup>-5<sup>th</sup> Grade students will be dismissed at 3:10.

## STUDENT MESSAGES

Arrangements for students riding the bus, walking, or being picked up by car should be made before students arrive for school. If there is a change in normal routine, please call the office. We will make sure the student receives the message. Last minute phone calls due to a change in plan are limited to **emergency** situations only. Students are not allowed to use the office phone to call and make arrangements to go home with a friend.

## STUDENT RECORDS ~ Policy J-7050

Required student records (regular and special education) will be prepared in a manner consistent with the federal and state laws.

The District will comply with the provisions of the Family Educational Rights and Privacy Act (FERPA) and the Individuals with Disabilities Education Act (IDEA), the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT ACT), and the

No Child Left Behind Act of 2001 (NCLB) in the establishment, maintenance, correction, and disposition of student records.

The Board directs the Superintendent to establish procedures for such compliance, including informing parents, students, and the public of the contents. The Superintendent will implement procedures as required by law and will establish procedures for dealing with violations.

### **Confidentiality**

The right to inspect and review education records and the release of or access to such records, other information, or instructional materials will be consistent with federal law in the Family Educational Rights and Privacy Act, Title 20, United States Code, sections 1232g and 1232h, the USA PATRIOT ACT, NCLB, and with federal regulations issued pursuant to such act.

Parents and eligible students have the following rights under the Family Educational Rights and Privacy Act (FERPA) and this procedure [34 C.F.R. 99.7 and 300.613]. The notice shall also include:

- The procedure for exercising the right to inspect and review education records.
- The procedure for requesting amendments of education records that the parent or eligible student believe to be inaccurate, misleading or otherwise a violation of the student's privacy rights.
- The conditions when prior consent is not required, the criteria for determining who constitutes a school official and what constitutes a legitimate educational interest.

### **MEAL PROGRAMS ~ Policy E-3111; E-3300**

Applications for free and reduced meals are given to each family to be completed during registration at the beginning of each year. Additionally, these can be picked up in the principal's office at any time throughout the school year. If the income of a parent or guardian changes during the year, or the number of people in the household changes it could affect the status. Please ask for a form to update for your family; the status of free and reduced meals can be changed when the need arises throughout the year. *Money for the pre-paid lunches will be accepted in the cafeteria at any time before school or students may pay daily in the lunch line.*

It is the policy of Eunice Public schools to allow students to charge the expense of meals only on occasion when money is unavailable to the student and the student would have to miss meal service. This is a courtesy extended to the student and should not occur on a regular basis. Notices are sent when students begin to accumulate charges. Once a student has reached \$20.00 in charges, the student has five days to bring their account current. At the end of the five-day period, students will be served a cheese sandwich and milk until such time as the account is brought current.

### **Meal Cost/Cafeteria Card**

**Breakfast will be served at no charge to elementary students from 7:45-8:05 each morning in the cafeteria if a student chooses to participate.**

**\*\*With COVID all students enrolled with Eunice Public Schools will not be charged for a school lunch for the school year 2021-2022. \*\***

Lunch	
Full Paid Students	No Charge
Reduced Students	No Charge
Adults/Teachers	\$3.75
Visitor Student	\$2.25

Each student will be issued a cafeteria card. If a student loses their cafeteria card or it is damaged the replacement cost is \$5 to be paid for as soon as possible.

### **Outside Food**

Sack/lunch box lunches may be brought to school by those who prefer to do so. Please do not send any glass containers with your child's lunch. You are encouraged to send healthy lunches as well as healthy juices and fruit drinks rather than large amounts of sweets, sodas or other soft drinks for lunch. Plastic soda bottles will be allowed in sack/lunch box lunches as long as they are unopened, once opened they are not allowed to leave the cafeteria. Milk may be purchased in the cafeteria. **\* Families will not be allowed in the cafeteria to eat with students due to guidelines and restrictions. Lunches delivered will be placed in the office and delivered to the students at their lunch times. \***

### **Cafeteria Behavior**

All students and visitors are expected to follow these cafeteria expectations.

- Students should walk when entering and leaving the cafeteria. While in the cafeteria, students should not run, push, or act in an otherwise disruptive manner.
- Students should stand in an orderly line while waiting for their food-they should not cut in line.
- 3rd-5th grade students must have their cafeteria card in hand to present to the cashier. Those students with missing or lost cards will proceed to the end of the line. Students who have lost or damaged their card must pay \$5 for a replacement card as soon as possible.
- Get everything you need when you go through the line.
- Stay in your seat; raise your hand if you need help.
- Use good table manners; keep your hands, feet, objects and food to yourself.
- Talk quietly to those people near you; conversation should not be loud or boisterous. Yelling, screaming, etc., are not acceptable.
- Pick up your trash; all refuse should be deposited in the proper receptacles; students are to leave the table clear of trash and food.
- Listen to staff members on duty and follow directions.
- Food and drinks may not be removed from the cafeteria

## **CLOSED CAMPUS ~ Policy J-1850**

Eunice Public Schools do not allow students in grades K – 8 to leave campus during the noon period unless checked out through the office by the parent or individual listed on the emergency contact card. During the school day, students are not allowed to leave campus without the appropriate approval. No student visitors are allowed on campus without prior approval of the principal.

K – 8 Students are permitted to leave during the school day only under any of the following conditions:

- Written parental permission has been given;
- The school principal has given express permission;
- The student has completed the day's schedule; or
- The student is reporting to an off-campus location for class-related activity or duty.

For the safety of the students, parents/guardians must be prepared to present identification to the office staff. All visitors will need to have a picture ID to checkout their student. We will be using Raptor Technologies school safety and school sign in system for visitor management.

### **PBIS (Positive Behavior Intervention and Supports) and Character Strong**

Our Cardinal Strong-Positive Behavior Interventions and Supports (PBIS) is aligned with Character Strong. Character Strong is focused on fostering whole child with vertically aligned lessons that teach social emotional learning and character development. Students will be introduced to social emotional learning competencies: self-awareness, self-management, social awareness, relationship skills, and responsible decision making. Character development includes patience, kindness, honesty, respect, selflessness, forgiveness, commitment, and humility.

### **TECHNOLOGY. AUTHORIZED USE of SCHOOL OWNED MATERIALS OR EQUIPMENT: E-1800**

District equipment may be used by school or non-school agencies and individuals for purposes that are not in conflict with any New Mexico Revised Statute(s), federal or state rules or regulations, or Board policies, subject to the following:

- The District shall not incur any expense due to the use of materials or equipment.
- The Superintendent shall establish procedures for approval of the use of materials or equipment or shall submit requests to the Board for review and action.
- The District shall not be in competition with any local business firm that could provide like equipment.
- Rental fees will be charged or waived, as appropriate, by the District.
- Any person or agency using such materials or equipment that is lost or damaged during such period of use shall be required to reimburse the District for repair or replacement.

## **Student Use of Equipment**

Equipment (i.e., laptop computers, audio recorders, etc.) owned by the School District may be loaned to students. Each student will be issued a school laptop. The student will be responsible for the upkeep. Parents will be requested to sign a device contract.

When equipment is lost or damaged not due to normal usage while assigned to the student, the School District authorizes that replacement/repair costs be assessed.

The following guidelines must be addressed when equipment is loaned to students:

- The parent/guardian of the student will sign an equipment loan agreement containing a description of the equipment, serial number, and inventory number.
- In the event of loss or damage of a piece of equipment, the school representative will document the damage, collect repair/replacement costs, notify the parent/guardian, and turn the fine into the principal's office.

## **COUNSELING**

Our school has a school counselor available to work with students in PreK through 8<sup>th</sup> grade. The counselor works with students individually, in small groups, and in the classroom. The counselor will consult with teachers concerning academic, social, and emotional needs and career development of individual students.

The counselor is of service to you as a parent by arranging conferences, discussing topics as discipline, communication skills or testing.

The emphasis of the elementary counseling program is on the prevention of problems. Parents and students are encouraged to use this service. More intensive therapy will be referred to outside providers.

Mr. Cleveland can be reached on his cell phone with the following phone number: (517) 444-0476.

## **METTIE JORDAN DISCIPLINE PLAN J-2300**

The Superintendent will establish regulations governing the conduct of students in school, traveling to and from school, at school functions, or affecting the school order. In establishing these regulations, the Superintendent may consult with parents, students and staff committees. In addition to compliance with regulations established by the Superintendent, students are expected to obey all rules and regulations adopted by the Board, and to obey any order given by a member of the faculty or staff relating to school activities.

A student shall be defined as any person who is enrolled in an educational program provided by or approved by the District and carried on in premises owned or controlled by the District.

Students shall not engage in improper behavior, including but not limited to the following:

- Any conduct intended to obstruct, disrupt, or interfere with teaching, research, service, administrative or disciplinary functions, or any activity sponsored or approved by the Board.
- Physical abuse of or threat of harm to any person on District owned or controlled property or at District sponsored or supervised functions.

- Damage or threat of damage to property of the District, regardless of the location, or to property of a member of the community or a visitor to the school, when such property is located on District controlled premises.
- Forceful or unauthorized entry to or occupation of District facilities, including both buildings and grounds.
- Unlawful use, possession, distribution, or sale of tobacco, alcohol, or drugs or other illegal contraband on District property or at school-sponsored functions.
- Conduct or speech that violates commonly accepted standards of the District and that, under the circumstances, has no redeeming social value.
- Failure to comply with the lawful directions of District officials or any other law enforcement officers acting in performance of their duties, and failure to identify themselves to such officials or officers when lawfully requested to do so.
- Violation of District rules and regulations.
- Engaging in any conduct constituting a breach of any federal, state, or city law or duly adopted policy of the Board.
- Carrying or possessing a weapon on school grounds.

In addition to the general rules set forth above, students shall be expected to obey all policies and regulations focusing on student conduct adopted by the Board. Students shall not engage in any activities prohibited herein, nor shall they refuse to obey any order given by a member of the faculty or staff who is attempting to maintain public order.

Any student who violates these policies and regulations may be subject to discipline up to expulsion, in addition to other civil and criminal prosecution. These punishments may be in addition to any customary discipline that the District presently dispenses.

Local law enforcement shall be notified by the Superintendent regarding any suspected crime against a person or property that is a serious offense, involves a deadly weapon or dangerous instrument or that could pose a threat of death or serious injury to employees, students or others on school property.

The authority of the Superintendent to establish regulations covering students may be delegated to principals for their individual schools.



**Level 1 Student infractions include:**

- |  |   |
|--|---|
| 1. Horseplay (running, throwing, tripping, pushing, touching) ____ | 2. Teasing another student ____           |
| 3. Classroom/school disruption/disorderly conduct ____             | 4. Profanity/indecent gestures ____       |
| 5. Failure to return note ____                                     | 6. Failure to turn in assignment (s) ____ |
| 7. Cheating/forgery of parent's signature ____                     | 8. Disrespectful to teacher ____          |
| 9. Misbehavior for a substitute ____                               | 10. Minor insubordination ____            |
| 11. Possession of prohibited device ____                           | 12. Minor Dress code violation ____       |

**Level 1 Consequences: May include one or more of the actions listed below.**

- |  |                                 |
|--|---------------------------------|
| 1. Warning ____                          | 2. Conference with student ____ |
| 3. Sign and return letter sent home ____ | 4. Parent Phone contact ____    |
| 5. Parent Conference ____                | 6. Loss of recess ____          |
| 7. Loss of other Privileges ____         |                                 |

**Level 2 Student infractions include:**

- |   |   |
|---|---|
| 1. Fourth Tardy (in a single nine weeks) ____ | 2. Forceful Pushing/Shoving of another student ____ |
| 3. Profanity toward another student ____      | 4. Insubordination ____                             |
| 5. Chronic Level 1 infraction                 |   |

**Level 2 Consequences: Level 2 consequences include all options under Level 1 and one or more of the actions listed below.**

- |  |  |
|--|--|
| 1. Classroom detention before or after school ____ | 2. Referral to district auxiliary and/or support services ____ |
| 3. Office Time-out ____                            | 4. Before or after school Office detention ____                |
| 5. ISS (In School Suspension) ____                 | 6. Restitution for damages ____                                |
| 7. Referral to an outside agency ____              |  |

**Level 3 Student infractions include:**

- |  |   |
|--|---|
| 1. Profanity toward staff member ____  | 2. Threatening behavior/intimidation ____         |
| 3. Bullying ____                       | 4. Inappropriate physical contact ____            |
| 4. Creating an unsafe situation ____   | 5. Fighting ____                                  |
| 6. Destruction of school property ____ | 7. Graffiti/petty theft <\$50 ____                |
| 8. Harassment/profuse profanity ____   | 9. Rumors/gossip/anything leading to a fight ____ |
| 10. Chronic Level 2 Infraction         |   |

**Level 3 Consequences: Level 3 consequences include all options under Levels 1&2 and one or more of the actions listed below.**

- |                                 |   |
|---------------------------------|---|
| 1. Restitution for damages ____ | 2. ISS (In School Suspension) 1-5 days ____ |
| 3. 1-5 days suspension ____     | 4. Law enforcement referral ____            |

**Level 4 & 5 Student infractions include:**

- |  |  |
|--|--|
| 1. Fighting/Assault with bodily harm ____    | 2. Under the influence/possession of an illegal substance ____ |
| 3. Major vandalism/theft >\$50 ____          | 4. Sexual Harassment/Sexual Misconduct ____                    |
| 5. Possession of any weapon ____             | 6. False Fire Alarm/911/Bomb Threat ____                       |
| 7. Assault of district employee ____         | 8. Arson ____  |
| 9. Chronic Level 3 and/or 4 infractions ____ |  |

**Level 4 & 5 Consequences: Level 4 & 5 consequences include all options under Levels 1-3 and one or more of the actions listed below.**

- |  |                                      |
|--|--------------------------------------|
| 1. Level 4 ISS (In School Suspension) 6-10 days ____ | 2. Level 4 Suspension 6-10 days ____ |
| 3. Level 5 ISS (In School Suspension) 10 days ____   | 4. Level 5 Suspension 10 days ____   |
| 5. Level 5 Long-term suspension ____                 | 6. Level 5 Expulsion ____            |

The provisions of this policy, including Disciplinary Actions Levels 1-5, are applicable anytime the student is on school property, during the transportation of students or during school-related activities.

## **GROOMING/DRESS CODE J-2361**

In order to promote a clear focus on education, the Eunice Public Schools establishes a dress code that provides dress and appearance requirements for its students. Students' dress and appearance must be safe, clean, healthy, modest, respectful, and promote a positive image of our schools. Discussion about dress code violations shall be held privately and maintain the dignity of the student.

In their roles as educational leaders, staff and faculty of the Eunice Public Schools will adhere to the dress code as a minimum standard.

### **Principal's Authority**

Administrators have discretion to make exceptions, including for special events and in the case of religious or medical purposes.

You will find a complete copy of the current Dress Code Policy on the Eunice Public Schools website at [www.eunice.org](http://www.eunice.org), under School Board; School Board Policies J-2361: included below are those items addressed most frequently in the elementary:

**Head Coverings** – Except for religious or medical purposes, caps, hats, bandanas or beanies are not to be worn in any school building.

**Hair** – Hair must be neat, clean, well groomed, and non-distractive, not obstruct the student's vision, and worn in a manner that does not endanger the student. Hair color must be non-distractive.

**Make-Up** – Make-up is not allowed in the elementary school. The only exceptions are for special occasions and school theatrical performances approved by the principal.

**Clothing or Accessories** - Clothing must fit appropriately. Clothing that exposes private areas or an excessive amount of bare skin is prohibited. Examples of prohibited clothing include but are not limited to; sagging or low-cut pants, pants with holes or frays above the middle of the thigh, skirts, shorts and dresses that do not reach the middle of the thigh, leggings with inadequate coverage of private areas, spaghetti, tube or halter tops, studded or chain belts, and clothing constructed of see-through materials. Clothing or accessories that advertise or depict association with gangs, tobacco products, alcoholic beverages, drugs, offensive, vulgar, or obscene writing or pictures is prohibited.

**Shoes** – Shoes must be safe, non-distractive, and stay securely on foot in an emergency. Shoes with cleats or wheels, house shoes and slippers are prohibited.

**Chains, Collars, and Spikes** - Students may not wear chains, which are designed to be worn on wallets, pants, or as dog collars, including collars with spikes.

**Electronic Devices** - Use of cell phones, and other electronic devices specified by the principal are prohibited in school during instructional hours, unless under the supervision of school personnel.

## **HEALTH**

### **Illness and Accidents at School**

If your child becomes ill or has an accident at school, you will be immediately notified. It is important that all information on the enrollment card be accurate and complete. **Parent should notify the school when there is any change in the enrollment information.** Your child will not be sent home without prior arrangements. To

protect your child and other students from the dangers associated with blood borne pathogens, parents will be notified to bring a change of clothing if their child gets blood on their clothing.

### **ADMINISTERING MEDICINES TO STUDENTS: J-5350**

Under certain circumstances, when it is necessary for a student to take medicine during school hours, the District will cooperate with the family physician and the parents if the following requirements are met:

- For prescription medication and medical cannabis there must be a written order from the authorized health care professional stating the name of the medicine, the dosage, and the time it is to be given.
- Any order or plan for administering medications shall only be valid during the school year provided and while the student is enrolled.
- There must be written permission from the parent to allow the school or the student to administer the prescription medication, cannabis or over-the-counter medicine. Appropriate forms are available from the school office.
- The medicine must come to the school office in the prescription container or, if it is over-the-counter medication or cannabis, in the original container with all warnings and directions intact.
- A student should not carry medication to and from school unless authorized to self-administer.
- Any and all medications left at the end of the current school year must be inventoried and picked up by the parents within the week following the end of school or they will be destroyed. Clean-up and witnessed destruction of any medical spillage or destruction of soiled medication must be accomplished within the same day in which destruction, spillage or waste occurs.

If your child is in need of taking medicine while at school, please contact the nurse's office (394-2626) for the guidelines.

### **PARENT INTERNET VIEWER**

Check Grades and Attendance on the Internet

- ◇ As a parent you have access to all of your children with a single login. You are not required to know your child's ID and login.
- ◇ Acquire Family Access Web Login from the secretary.
- ◇ Go to [www.eunice.org](http://www.eunice.org)
- ◇ Click on the round Skyward tab at the bottom of the home page.
- ◇ Enter your Web Login information
- ◇ You can view your student's progress, cafeteria balance and any calendar dates that teacher's place on calendar.

Please call the school if you need further assistance.

## **SAFETY DRILLS**

- **Fire:** Fire drills will be conducted in accordance with the rules and regulations set forth by the Office of the State Fire Marshal. The drills are a precautionary measure to the safety of our students and staff. Students and faculty are to leave the building at the exits as designated in each classroom. You are to move orderly and quickly from the building to the pre-assigned area. Drills will be a mixture of announced and unannounced. Upon completion of the fire drill, students will be directed to return to their respective classroom by their teacher or other school staff conducting the fire drill.
- **Weather Drills:** Tornado drills will be conducted each semester.
- All staff will be trained in the Emergency Preparedness system known as A.L.I.C.E. Students will be trained and practice the procedures to follow in an emergency. Each situation is unique, and students should follow the individualized directions given by the staff member who is conducting the drill.

## **REMOTE LEARNING EPS SCHOOL BOARD POLICY J-0541**

Remote Learning as a preferred method of instruction has proven to be an ineffective method of learning for most students. In the event that remote learning is necessary for an extended period of time as required by the State of New Mexico, the District of Eunice, or by Eunice High School, student attendance and daily participation remains a critical component of learning.

Virtual or Remote Learning as a long-term choice for individual students will be considered on a case-by-case basis. Students who have not performed well as remote students will not be permitted to enroll as virtual students and will be required to physically attend school.

## **EDUCATIONAL OPPORTUNITY**

Every student has the right to an education relevant to his/her needs and ability and a corresponding responsibility not to deny this right to any other student.

No individual shall be subjected to prejudicial treatment, nor to abridgment of his/her right to attend and benefit from public school on the basis of any of the following: ethnic identity, religion, color, sex, political belief, mental or physical handicap, or the exercise of his/her rights within this policy.

## **COVID-19 REQUIREMENTS**

The New Mexico Public Education Department maintains a frequently updated COVID-19 Response Toolkit for New Mexico's Public Schools. This document can be located at the following link:

<https://bit.ly/BackToSchoolNM?fbclid=IwAR00rHphnSbr6UgyOKCLNWu61fjGleTgxv68B0pkJutVteleh9LX53Z4KVI>

This document gives direction to schools in regard to social distancing, temperature screening, surveillance testing, mask requirements, transportation and athletic activities. Mettie Jordan Elementary follows the requirements as mandated by the State of New Mexico. Significant changes will be updated on our school website and social media pages and communicated to our families via United States Post Office and/or school messenger.

## **Masks**

At the time of this printing, the New Mexico Public Education Department requires ALL **Elementary** students and staff in grades PreK-5<sup>th</sup> grade to wear a mask to help with the prevention of COVID-19. The status of mask wearing may change frequently as ordered by the NM PED, the NM DOH, or the Governor's office. MJE will follow the most current and least restrictive guidance from these sources.

## **COVID-19 Vaccinations**

Students aged 12 and older are eligible to receive a COVID-19 vaccination. Students are considered fully vaccinated 2 weeks after the Johnson & Johnson one-dose vaccine or 2 weeks after the 2<sup>nd</sup> dose of the Pfizer or Moderna vaccine. Vaccines are not required for school attendance. The COVID-19 is a personal choice of each family. Those who present proof of full vaccination will not be required to quarantine if identified as a close contact. Some people have been known to contract COVID-19 even after vaccination. Those who test positive will need to quarantine according to the current recommendation of the NM DOH.



# Mettie Jordan Elementary School Supply List for 2021-2022



## Pre-K 3 & 4 Year Olds

- (1) 8 Count Crayola Crayons
- (1) Box of Wet Wipes
- (2) Box of Kleenex
- (1) Pocket Folder
- (1) Supply School Box
- (1) Box of Face Mask
- (2) Hand Sanitizers
- (2) Antibacterial/Clorox Wipes
- (1) Water Bottle
- (1) Prang or Crayola Watercolors
- (1) Box of Gallon Ziploc Bags
- (1) Box of Quart Ziploc Bags

## Kindergarten

- (6) Crayola Crayons/24 Ct.
- (2) Box of Wet Wipes
- (1) Boxes of Kleenex
- (4) Elmer's Glue
- (1) Fiskar Scissors
- (2) Pocket Folders
- (1) Supply School Box
- (1) Box of Face Mask
- (2) Hand Sanitizer
- (1) Antibacterial/Clorox Wipes
- (1) Water Bottle
- (2) Pks. Ticonderoga #2 Pencils
- (1) Set Expo Markers
- (2) Large Pink Erasers
- (1) Ziploc Bags (Boys- Gallon Size,  
Girls-Quart Size)
- (1) Backpack

## First Grade

- (4) 24 ct. Box Crayola Crayons
- (1) Box Wet Wipes
- (3) Boxes of Kleenex
- (1) 4oz. Bottle of Elmer's Glue
- (4) Jumbo Glue Sticks
- (1) Fiskar Scissors
- (2) Pocket Folders
- (1) School Supply Box
- (1) Box of Face Masks
- (2) Hand Sanitizer
- (1) Antibacterial/Clorox Wipes
- (1) Water Bottle
- (2) Dozen Ticonderoga #2 Pencils
- (2) Large Pink Erasers
- (1) Colored Map Pencils
- (1) 12 Count Crayola Markers
- (1) (Prang) Water Paints
- (2) Zipper Pencil Pouches
- (1) Package of Expo Dry Erase Markers

## Second Grade

- (4) Boxes 24 ct. Crayola Crayons
- (2) Boxes of Wet Wipes
- (3) Boxes of Kleenex
- (2) 4oz. Bottle of Elmer's Glue
- (1) Fiskar Scissors
- (2) Pocket Folders
- (1) School Supply Box
- (1) Box of Face Masks
- (2) Hand Sanitizer
- (1) Antibacterial/ Clorox Wipes
- (1) Water Bottle
- (2) Pink Erasers
- (1) 12 ct. Crayola Colored Pencils
- (1) 12 ct. Crayola Markers
- (1) Set of Colored Expo Markers
- (3) Elmer's Glue Sticks
- (2) Packs of 3x5 Index Cards

NO BACKPACKS



# Mettie Jordan Elementary School Supply List for 2020-2021



<u>Third Grade</u>	<u>Fourth Grade</u>	<u>Fifth Grade</u>
(1) 24 ct. Crayola Crayons (2) Boxes of Wet Wipes (2) Boxes of Kleenex (1) Fiskar Scissors (3) Pocket Folders (1) School Supply Box (1) Box of Face Masks (2) Hand Sanitizer (1) Antibacterial/Clorox Wipes (1) Water Bottle (1) Dozen #2 Ticonderoga Pencils (1) Set-Dry Erase Expo Markers (2) Large Pink Erasers (1) Crayola Colored Pencils (1) Crayola Washable Markers (1) Prang or Crayola Water Colors (2) Elmer's Glue Sticks (2) Spiral Notebooks (1) Composition Notebook (1) Three Ring Binder (1") (1) Hand Held Pencil Sharpener that will catch shavings  NO BACKPACKS	(1) 24 ct. Crayola Crayons (2) Boxes of Wet Wipes (3) Boxes of Kleenex (1) Pair of Scissors (4) Pocket Folders (yellow, green, blue and red) (1) School Supply Box/ Pencil Bag (1) Box of Face Masks (2) Hand Sanitizer (1) Antibacterial/Clorox Wipes (1) Water Bottle (2) Dozen #2 Ticonderoga Pencils (1) Pkg Expo Dry Erase Markers (1) Big Eraser (1) Crayola Colored Pencils (1) Crayola Washable Markers (4) Elmer's Glue Sticks (2) Spiral Notebooks (1) Pack of Wide Ruled Notebook Paper (1) Graph Spiral (1) Set of Earbuds/Headphones (1) Red Pen/Pencil (1) Highlighter (1) Hand Held Pencil Sharpener that will catch shavings  NO BACKPACKS	(1) 24 ct. Crayola Crayons (2) Boxes of Wet Wipes (2) Boxes of Kleenex (1) Pair of Scissors (6) 2- pocket folders w/fasteners (blue, yellow, green, orange and 2-red) (1) School Supply Box/Pencil Bag (1) Box of Face Masks (2) Hand Sanitizer (1) Antibacterial/Clorox Wipes (1) Water Bottle (1) 24 ct. #2 Ticonderoga Pencils (1) Set-Dry Erase Expo Markers Fine Tip (2) Large Erasers (1) Crayola Colored Pencils (2) Elmer's Glue Sticks (3) One Subject Wide Ruled Spirals (2) Composition Notebooks (2) Packs of Wide Ruled Notebook Paper (1) Box of Pens (1) Highlighter (1) Ruler (1) Hand Held Pencil Sharpener that will catch shavings  NO BACKPACKS

**\*\*For Virtual Learning: Students will need a Computer w/ Internet (IPADS, phones, and tablets provide limited functionality), A Flash Drive-USB, and Headphones/Earbuds w/ microphone  
\*\*\*\*Additional Supplies May Be Requested from the Teacher\*\*\*\***

**\*\*For Virtual Learning: Students will need a Computer w/ Internet (IPADS, phones, and tablets provide limited functionality), A Flash Drive-USB, and Headphones/Earbuds w/ microphone  
\*\*\*\*Additional Supplies May Be Requested from the Teacher\*\*\*\***