



*J. Paul Taylor Academy*

*Recapturing the Joy of Learning - Recapturar la Alegría de Aprender*



# ***JPTA***

# ***Handbook***

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## **Welcome to J. Paul Taylor Academy!**

We are so glad you chose to be a part of the community at J. Paul Taylor Academy. We believe all children have their own unique gifts and it is our responsibility to help identify and maximize them. We want to work with you to provide challenging, stimulating and thought-provoking educational opportunities.

### **ENROLLMENT**

Please refer to JPTA's [Enrollment & Lottery Policy](#)

### **COMPULSORY STUDENT ATTENDANCE**

Please refer to JPTA's [Compulsory Attendance Policy](#)

### **CHECKING A CHILD OUT EARLY / IN LATE**

Parents/guardians must stop by the front office to sign their students out. After the student is properly signed out, the student will be called out from class by front office staff.

If a student leaves school before 3:15 pm more than three times without a written excuse, the student will be required to make up the lost learning time during the following school days.

When a child returns to school from an appointment or comes to school tardy the parent/guardian must use the same procedure to sign him/her in. After the student is properly signed in, he/she can return to class.

### **SCHOOL HOURS, DROP-OFF AND PICK-UP TIMES**

School hours are from 8:00 AM to 3:15 PM. Children may be dropped off starting at 7:30 AM. Occasionally, a parent will encounter situations where these times do not work. In these situations, please call the office and we will be happy to work out an arrangement.

#### ***Drop-off***

Students dropped off takes place between 7:30 am to 8:00 am on W Mountain Ave.

#### ***Pick-up***

Pick-up takes place at 3:15 pm (except for half days, noon pick up, See calendar for these days) on W Mountain Ave. Please arrive promptly to collect your children. Time after school is reserved for teacher planning and needs to be preserved for this purpose. Children who are not picked up by 3:30 will be taken to the after school program and parents will be charged for their service.

Only people listed on the emergency medical card will be allowed to pick up your child. If the office staff is unfamiliar with the person asking for your child, he/she may be asked to show a picture ID. Please make sure they are prepared to for such. Under no circumstances will a child be released to a person under the age of 18.

### **UNIFORMS**

Please refer to JPTA's [Uniform Policy](#)

### **COMMUNICATION**

To save time and resources, most of the communication will be via email, the JPTA website and other internet-based resources. It is the responsibility of the families to keep informed by checking their email, the website, and dedicated student information system (currently eChalk) frequently. If your email is not working or it is not a good way to communicate with you, please let us know and we will find another way to make sure you have the information. Otherwise, it is assumed that you are up to date on the messages and information posted. Please sign up for eChalk at [e-Chalk Sign Up](#).

Please do not interrupt the class while the teacher is working with the students. It decreases the amount of quality instruction time they have and negatively impacts their academic success. Instead, please contact the teacher via email and arrange another time to speak to them.

### **AFTER-SCHOOL CARE PROGRAM**

J. Paul Taylor Academy offers an after-school care program run by EnrichtheKids until 6:00 pm for parents who cannot collect their children when school dismisses. The program includes outside play, snacks and participation in various themes. Please contact the EnrichtheKids for registration and the fee structure.

### **AFTER-SCHOOL ENRICHMENT PROGRAM**

J. Paul Taylor Academy offers a wide variety of after-school enrichment classes throughout the year also run by EnrichtheKids from 3:30pm to 4:30pm. Enrichment classes typically run for a period of 6 weeks, 4 times a year. Schedules and pricing for specific classes will be posted quarterly. The after-school care program is available for students after they finish their enrichment classes, please see After-School Care Program.

### **SCHOOL NURSING SERVICES**

The Academy provides a part-time nurse and has dedicated staff when the nurse is not present on campus. Please refer to the various JPTA health-related policies.

[Administering Medications to Students Policy](#)

[Alcohol Tobacco & Other Drugs Free School Zone Policy](#)

[Alcohol Tobacco & Other Drugs Student Expectations Policy](#)

[Communicable/Infectious Diseases Policy](#)

[Food Allergy and Intolerance Policy](#)

[Health Services Policy](#)

[Individualized Healthcare Plan](#)

[Sex Education Opt-Out Policy](#)

[Student Immunizations Policy](#)

[Wellness Policy](#)

## **MEALS AND SNACKS GUIDELINES**

Most classes will have a designated snack time. In some cases, parents send snacks for the entire class. In others, students will bring their own individual snacks. Your child's teacher will let you know the procedure for their class.

In developing good eating habits, snacks sent to school must be considered healthy. Please avoid sending sodas, chips, candy or other sweets. As conscientious parents, you know many good snacks for your children including fruit, nuts, raw vegetables, yogurt, cheese, whole grain crackers, etc. Your child's teacher will make it clear to the class which snacks are acceptable and which are not.

Do not send children to school with energy drinks or drink mixes. These can lead to unhealthy heart rates and can contribute to other serious problems. Since it is difficult to determine if a mix pack is an energy mix or a flavored mix, students will not be allowed to bring flavored drink mixes as well. If you want your child to have flavored water then prepare it at home.

Students can have severe food allergies and associated conditions. Food sharing and meal trading will not be allowed. Children are welcome to bring their own meals from home. Please remember to pack lunches that model healthy eating when possible. There are no microwaves or refrigerators available so be sure to send food that does not require heating. If foods need to be kept cold be sure to include ice packs.

The cost of the meals will appear on the menu. A light breakfast will be served in the cafeteria from 7:30 to 7:50 am. Students must arrive before 7:45 am if they plan to eat breakfast, because instruction starts promptly at 8:00.

Lunches will be served in stages in the cafeteria. Kindergarten through Second grade will eat at 11:30. Third, fourth and fifth grades will eat at 12:00, and middle school students eat at 12:30. Occasionally, minor adjustments to the lunch schedule will be made. When this occurs, the teacher will inform students and parents or guardians of the adjusted lunch time.

We want the children to be active and establish healthy life long habits. Student will take a brisk walk with staff members. Times will be assign by the teacher.

## **CURRICULUM**

Please refer to the various JPTA curriculum-related policies.

[Curriculum Policy](#)

[NM Standards Policy](#)

[Promotion/Retention Policy](#)

[Special Education Procedural Safeguards](#)

[SPED Policy and IDEA Regulation](#)

[Textbooks Policy](#)

## **GRADING**

Our school is required to send student grades to Santa Fe, in the form of traditional A, B, C, D, and F for their records. However, when traditional grades are used, they often become the focus rather than learning. Also, no matter the criteria, subjectivity gets involved. Therefore, we will be using letters based completely on the state and Common Core standards and benchmarks mastered during the nine weeks. Your child's teacher will talk to you each grading period explaining progress on mastery of standards and benchmarks as well as explain how the grades at that grade level are derived from the

reports. To insure that our middle school students are prepared for high school, they will be awarded traditional grades. Benchmark and standards can be located at the New Mexico PED website (<http://ped.state.nm.us/ped/index.html>).

### **HOMEWORK**

Not much formal homework will be given at the Academy. The children are expected to listen to someone read to them, read or both each evening. There is no substitute for the vocabulary, sentence structure and concept development that occurs with reading. A really solid literacy practice is for the family to have a book that is read aloud to the children and for the children to have the books they are reading. There will be times when a child requires more practice on a new concept or review of an older one. At this time, brief homework assignments will be sent home. There will also be project extensions that can be completed at home. It is our hope that many of these will become family projects or conversations.

### **FAMILY EDUCATION RIGHTS AND PRIVACY ACT**

Please refer to JPTA's [Family Education Rights and Privacy Act](#)

### **DISCIPLINE**

Please refer to JPTA's [Discipline and Suspension Policy](#)

### **BULLYING, DISCRIMINATION & HARASSMENT**

Please refer to JPTA's [Bullying Conduct Policy](#) and [Anti-Discrimination and Harassment Policy](#)

### **STUDENT SEARCHES AND SEIZURES**

Please refer to JPTA's [Student Searches and Seizures Policy](#)

### **VOLUNTEERS**

As a small school, volunteers are very important for the day-to-day operation. Kitchen assistance is always needed and greatly appreciated. We would like volunteers every day in the building to assist in activity preparation and working with the children. Special events, such as field trips, are areas where we require even more assistance.

For families wishing to help but unavailable to assist during normal business hours, opportunities such as Parent Advisory Committee (PAC), Academic Oversight Committee (AOC), Governing Council, and the JPTA Foundation are frequently in need of assistance. In addition, families can help with the submission of ongoing fundraisers, such as box tops for education, and school beautification.

Individuals who wish to volunteer in the classroom will need to make arrangements with the teacher ahead of time. People wanting to volunteer elsewhere can find information in the office. When parent committees send requests for volunteers, the contact information of the person in charge of coordinating the effort will be provided.

#### ***Background Checks***

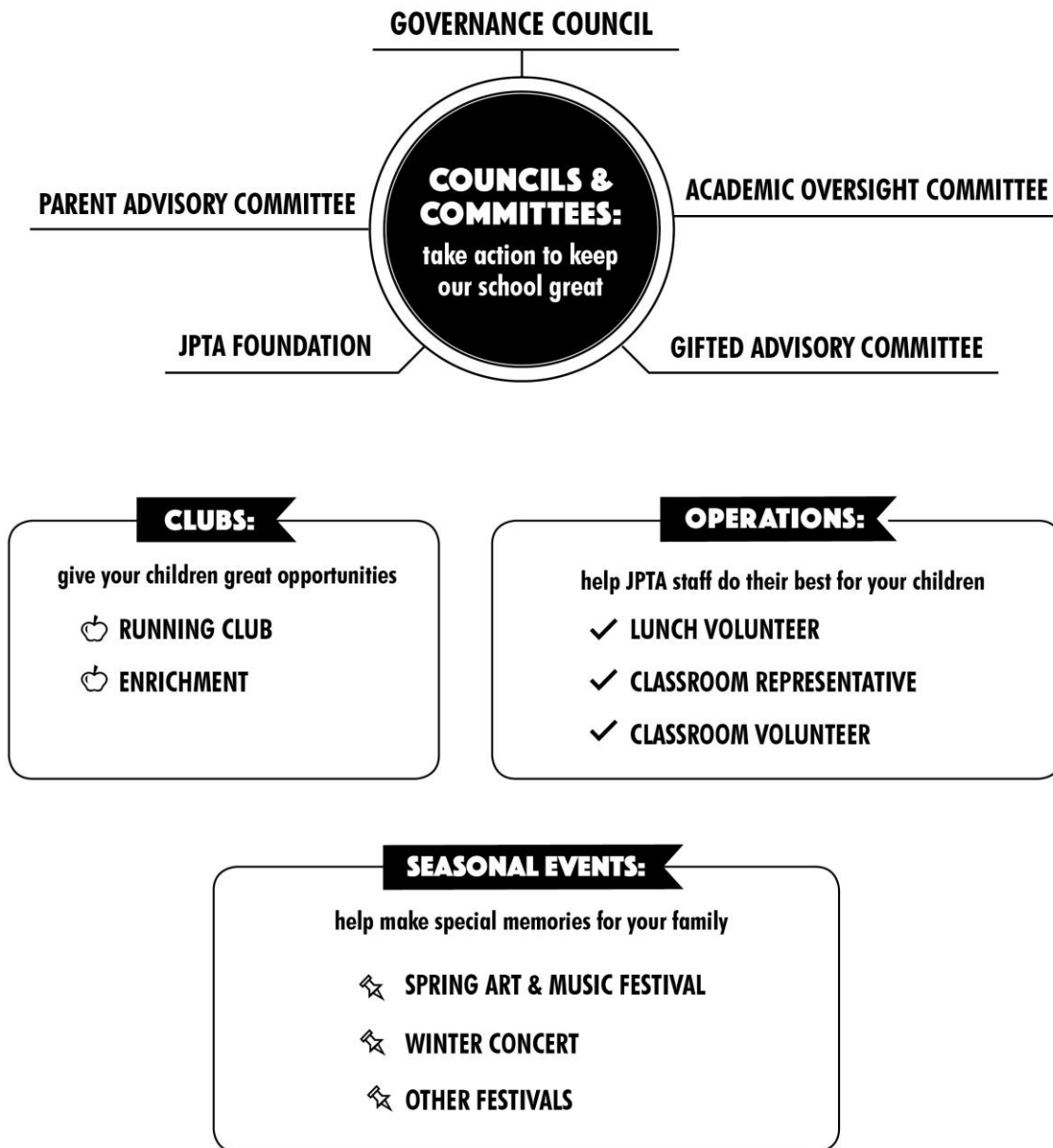
The State of New Mexico requires that any adult volunteering in a public school for five or more days per school year undergo a background check. If you have been fingerprinted within the last three years, you do not need to get another background check. Just bring a copy of the letter that approved you for volunteering. If your records are older than three years you will need to have the process repeated. Volunteer information can be found on our school website. You may volunteer without the background

check if the background check is in progress.

Please refer to JPTA's [Academic Oversight Committee Policy](#) and [Parent Advisory Committee Policy](#)

## VOLUNTEER OPPORTUNITIES AT J. PAUL TAYLOR ACADEMY

Ways to get involved in your children's education



Questions? Contact 575-652-4006 or [info@jpaultayloracademy.org](mailto:info@jpaultayloracademy.org)

# **VOLUNTEER OPPORTUNITIES AT J. PAUL TAYLOR ACADEMY**

## **Ways to get involved in your children's education**

### **COUNCILS & COMMITTEES: take action to keep our school great**

#### **Academic Oversight Committee**

Reviews data and helps support next steps within JPTA's instructional model as determined by staff; helps plan academic family events; meets monthly; check the school calendar on our homepage for the next meeting date:  
<http://www.jpaultayloracademy.org/home>.

#### **Gifted Advisory Committee**

Provides input about JPTA's gifted program; meets approximately three times per year.

#### **Governance Council**

Serves as the board of directors for JPTA and has final authority for all aspects of the school's operation and educational programs; meets monthly; for information about becoming a member, inquire at the front desk or email [info@jpaultayloracademy.org](mailto:info@jpaultayloracademy.org); check the school calendar on our homepage for the next meeting date:  
<http://www.jpaultayloracademy.org/home>.

#### **JPTA Foundation**

Conducts fundraising for JPTA's needs; meets monthly; for information about becoming a member, inquire at the front desk or email [info@jpaultayloracademy.org](mailto:info@jpaultayloracademy.org).

#### **Parent Advisory Committee**

Serves to support JPTA through facilitating communication between staff and families, volunteer coordination, procedures and policies input, and other school needs; meets monthly; check the school calendar on our homepage for the next meeting date: <http://www.jpaultayloracademy.org/home>.

### **OPERATIONS: help JPTA staff do their best for your children**

#### **Classroom Representative**

Serves as the liaison between classroom teachers and families, helps to organize class events, and helps teachers as needs arise; talk to your child's teacher to volunteer for this position.

#### **Classroom Volunteer**

Assists the classroom teacher with tasks as needed or with special presentations or activities in content areas; subject to availability and needs of teacher; talk to your child's teacher to arrange to volunteer in their classroom.

#### **Lunch Volunteer**

Helps the kitchen staff prepare and serve meals and/or monitor students in the cafeteria; drop in during any of the lunch sessions, inquire at the front desk, or email [info@jpaultayloracademy.org](mailto:info@jpaultayloracademy.org).

### **CLUBS: give your children great opportunities**

#### **Enrichment**

JPTA's after school program; administered by EnrichTheKids; volunteer opportunities are available; inquire at the front desk or email [info@jpaultayloracademy.org](mailto:info@jpaultayloracademy.org).

#### **Running Club**

A non-competitive group of students who gather to run or walk before school on Friday mornings to have fun and work toward their personal mileage goals; organized by JPTA families; please help by dropping in at the schoolyard on Friday mornings between 7:35 am and 7:50 am to pass out "lap sticks" and record student laps.

### **SEASONAL EVENTS: make special memories for your family**

#### **Spring Art & Music Festival**

Annual art auction and celebration of music and the arts at JPTA; volunteers are needed to help organize the event and for fundraising.

#### **Winter Concert**

Annual JPTA winter concert to celebrate the holidays with music; volunteers are needed to help organize the event and secure refreshments.

#### **Other Festivals**

Additional festivals may be planned throughout the school year.

### **OTHER OPPORTUNITIES:**

As needs arise, more opportunities to help will be available. Please watch for information on our website and in Friday Updates.

**Questions? Contact 575-652-4006 or [info@jpaultayloracademy.org](mailto:info@jpaultayloracademy.org)**



**PARENT/GUARDIAN COMPLAINTS**

Please refer to JPTA's [Complaints Policy](#)

**USE OF SCHOOL FACILITIES AND RESOURCES**

Please refer to JPTA's facilities and resources-related policies.

[Community Use of School Facilities](#)

[Posting and Distributing Materials in the School](#)

[Solicitation in the School Policy](#)

**GRADUATIONS AND PROMOTIONS**

Graduation is a celebration for students at the completion of a program. JPTA's academic program ends at the completion of the eighth grade. While end of year celebrations are encouraged as part of promotion to the next grade level, formal celebrations, identified as graduations, are reserved for the eighth grade.

**BIRTHDAYS**

On the last Friday of each month at 2:30, all elementary children will be returned to their home room. At this time, parents wishing to bring in birthday treats for the class may do so. Parents are encouraged to coordinate with other families when there are multiple birthdays in a single month.

**SUN PROTECTION**

Please put sun screen on your child each morning as we do expect to be outside each day. Children are also welcome to wear hats to protect them from the sun when they are outside. Hats are not to be worn inside at any time.

**TRANSFERRING OR DIS-ENROLLING STUDENTS**

Please refer to JPTA's [Transfer and Maintenance of Student Records](#)