**TOBE TURPEN** **ELEMENTARY SCHOOL**

**STUDENT/PARENT/GUARDIAN HANDBOOK**

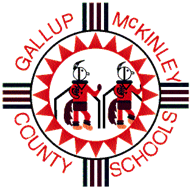
**SCHOOL YEAR 2016-2017**

**Work hard, go far…always remember who you are!**

**3310 MANUELITO DRIVE, GALLUP, NEW MEXICO 87301**

**OFFICE NUMBER (505) 721-5000**

**OFFICE FAX NUMBER (505) 721-5099**



**Turpen Vision Statement**

Empowering students to be productive citizens in a multicultural society

**Turpen Mission Statement**

Work hard, go far…Always remember who you are!



**Timberwolf Pride!**

**Timberwolf Pride Statement**

Turpen Timberwolves will leave tracks for all other schools to follow! HOWWWLL!

Dear Turpen Community and Families:

Welcome to Tobe Turpen Elementary School. The purpose of our school is to provide an atmosphere that promotes high amounts of learning on a daily basis. We will work hard to make sure our students are literate, problem solvers ready to contribute to making our world a better place.

This booklet has been prepared to answer questions you may have about Turpen Elementary. We are looking forward to working with you and your children in the coming year. Please feel free to call with questions to 721-5000 or 721-5066.

Let’s have a great school year.

Work hard, go far…always remember who you are!

Mrs. Mowrer

Principal



**ABSENCES**

**It is the state law that your child must be in school for 20 consecutive days (in a row) before the school secretary or principal can sign any financial assistance forms.**

**The following is the proper procedure for reporting students who violate the New Mexico Compulsory School Attendance regulation which states that students shall not miss more than 10 unexcused days during the calendar school year.**

* Students are to be in attendance starting with the first day of school. Students not in attendance will be counted absent.
* If student is absent for three or more consecutive days, the school shall contact the student’s parents, legal guardian or custodian by telephone or written notice or home visit.
* If a student will be absent, the parent/guardian will call the school by 8:30 a.m. (505-721-5000) and leave a message or talk with the secretary.
* If the student will be absent for more than two days due to illness, a doctor’s note will need to be given to the office.
* Out of town extended traveling is considered unexcused.
* The Principal must be notified if you plan to be out of town for more than a week for personal reasons.
* When a student has 5 unexcused absences (do not have to be consecutive days), the school will send a letter to the parents notifying them that their child has 5 unexcused absences. Parents will also be notified through PowerAnnouncement. A copy of the letter will be sent to the District Attorney’s office.
* It is the parent’s responsibility to make sure that students are well fed and rested so they can perform at their best level.
  + **A form letter will be mailed home, or sent home with the child** **who will sign a receipt for “promise to deliver”, or the school liaison will bring it to you.**
  + **The student with excessive absences will be ineligible to participate in extracurricular activities within the school. This will include but are not limited to assemblies, field trips, sports, and classroom parties.**
* When a student has 7 unexcused absences (do not have to be consecutive days), the school will send a letter to the parents notifying them that their child has 7 unexcused absences. In addition to the school letter, the official letter is submitted to the District Attorney. Parents may request copies of these documents from the school administrator.
* A referral to the Student Support Team (SST) is made for excessive absences. Copies of 5 day and 7 day letters are to be included with the referral. The SST makes the decision to address the referral through school interventions which may include an attendance contract.
* When a student has accumulated 10 unexcused absences (do not have to be consecutive days), the school will send the “Truancy” letter to the parents. This letter must be sent by certified mail or hand delivered with the signature of the person who is delivering the letter. This will be followed up with an additional letter being sent to the District Attorney.

If unexcused absences continue after this written notice of truancy, the student shall be reported to the probation services office (JPO) of the judicial district where the student resides for an investigation as to whether the student shall be considered a neglected child or a child in a family in need of services because of truancy and thus subject to the provisions of the Children’s Code (32A-1-1 NMSA, 1978). In addition, the children’s court may order the truant student’s driving privileges to be suspended for a specified time not to exceed ninety days on the first finding of truancy and not to exceed one year for a subsequent finding of habitual truancy.

**\*Attendance at school is so important! Every time your child’s class has a perfect attendance day (that means everyone is at school and on time to school) the classroom teacher will put up a letter for that day and your child’s class will work toward classroom rewards.**

All classroom teachers will first spell…

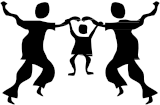
**WOW WOW WOW** = class reward; then…

**GREAT GREAT GREAT** = class reward;

**PERFECT ATTENDANCE** = class reward.

We applaud Perfect Attendance all year long and your child’s classroom can earn as many class rewards as long as the whole class is on time and at school. Classes will be recognized over the intercom, at assemblies, and in newsletters. Students who are consistently absent will be placed on a separate attendance contract and reward system (Sunshine Club) to avoid penalizing the whole class from earning the rewards.

**TARDINESS**



**Defined as an interruption of the educational process caused by arriving in the classroom after normal starting time**

The tardy bell rings at 7:40 a.m. If your child arrives after 8:00 a.m., an adult must escort the child into the building to check them in with the office staff. Please do not just send them in on their own.

Students who are continually tardy will be part of a Sunshine Club to help decrease or eliminate this behavior. School counselor will assist with this club. Students will be referred to SST for assistance.

**Tardiness is a big concern at Turpen. This will be enforced:**.

* If you attend Turpen and it is not within your attendance area/district, you must sign the attendance/tardy policy to attend our school. If this policy is not followed, you will receive a letter from the principal showing noncompliance and your children will need to attend their attendance area school instead.
* Students will not be eligible for attendance incentives or classroom incentives with excess tardies.

**REWARDS**

* Tobe Turpen Token Store tickets:
  + No tardies for the week = 4 tickets every Friday.

**Monthly Rewards**:

* Special events (if time allows)
* Free popcorn, juice or pickle ticket to be redeemed when student chooses.

**Quarterly Rewards:**

* Recognized at Awards Assembly and will receive an incentive

**ACADEMIC STANDARDS**

Academic standards are based on Common Core State Standards and Gallup McKinley County School District Power Performance Standards. These standards are important tools for making expectations clear to students, allowing students to monitor their progress, and for communicating with parents/guardians regarding what their children are learning in school as well as how they are doing compared to grade level expectations.

In order to adequately address the power performance standards, Tobe Turpen Elementary has developed a 90 Day Plan. This plan is available in the main office for your review.

**DISTRICT GRADING SCALE**

Our school is on a nine (9) week reporting period for grades K – 5. Report cards are graded as follows: 90% - 100% = Advanced (A)

70% - 89%% = Proficient (P)

60% - 69%% = Nearing Proficient (NP)

59% and Below = Not Yet (NY)

* All grades are entered into the district-wide grading system: POWERSCHOOL. Parents can check student grades in Powerschool at any time, with student log-in information.
* Report cards are printed out of POWERSCHOOL and sent home each quarter.
* Progress Reports are sent out beginning at the sixth week of school. Please call your child’s teacher if you don’t receive a progress report.

**WEAPONS**

* The GMCS Board of Education recognizes that the presence of weapons in school not only creates unacceptable risks of injury or death, but also creates a climate that undermines the educational purposes of the schools.
* Accordingly, it is the policy of the Board of Education to forbid the possession or use of weapons by students or trespass of unauthorized personnel in or around school property.
* The principal is required to notify the appropriate law enforcement authorities or appropriate juvenile authorities.
* This policy includes look-alike weapons and/or objects that have the potential to be used as a weapon.
* Parents/guardians will be notified when your child is being disciplined due to a weapons write-up, after the principal has conducted a complete investigation and all statements have been received. This will be within a two-day period, from the time the incident is reported and the investigation has taken place to make sure it is fairly documented and all involved are fairly disciplined accordingly.

**ACCIDENTS**



* In case of an accident, the Main Office MUST have an up-to-date Emergency Care Form on file. Please be sure that emergency phone numbers and information are kept up-to-date.
* Any incidents that occur during the school day should be reported to the school Health Office or child’s classroom teacher.

**ALLERGIES AND MEDICAL CONDITIONS**

* If your child has severe allergic reactions or conditions such as asthma, epilepsy, heart condition, etc., it is important that you let us know. It is essential that we receive instructions regarding any medication to administer, procedures to follow, and how to contact you immediately. **Instructions must be in writing. Also, provide the name of the person to contact in an emergency as well as accurate phone numbers.**
* If a child is recommended for partial or full exclusion from physical education, recess, or any other normal class activities, **we must have a written statement from his/her doctor.**
* A medical plan can be made for broken bones or diet restrictions.

Please see our health assistant for more information on this. (721-5014)

**LOST AND FOUND**

* Please mark all items that your child might lose: gloves, mittens, sweaters, scarves, jackets, etc. with your child’s last name and first initial.
* Have your child check the lost and found box in the gym for missing items.
* At the close of each school year, unclaimed articles are given to our local Chapter Houses.

**BEHAVIOR**

**Tobe Turpen’s Standards of Conduct are based upon Character Counts.**

We have implemented a positive behavior discipline policy. This positive behavior/discipline policy is described below along with the consequences your child will face if the policy is broken. All students will be trained on this policy. Teachers in a role-playing method will do the training.

* **Students who do not follow these are subject to the disciplines outlined within Gallup McKinley County Schools Board Discipline Policies**

THE THREE B’S

**BE SAFE, BE RESPECTFUL, BE RESPONSIBLE**

Specific Expectations for each school setting:

**CLASSROOM**

**Be Safe:**

* Dress appropriately for the classroom (uniform dress, no jackets, sweatshirts, no caps/hats)  **See Dress Code mandatory policy** .
* Respect other’s personal space (no horseplay, pushing, tripping, or touching)

**Be Respectful:**

* Use appropriate/nice language when talking to others
* Keep hands and feet to yourself
* Respect school and other’s property (no stealing, borrowing without permission, destroying property)
* Use inside voices and wait your turn to talk
* Ask for teacher’s permission to leave the room

**Be Responsible:**

* Leave personal items and snack food at home
* Keep your desk and cubby clean, be responsible for the area around your desk (no trash)
* Keep track of your home/school communication folder
* Complete work in class and complete all assigned homework

**HALLWAYS**

**Be Safe:**

* Walk, don’t run, on the right side of the hall in a straight line
* Keep appropriate personal space – hands and feet to yourself
* No kicking, tripping, or grabbing
* Keep hands at your sides while walking down any hallway

**Be Respectful:**

* Stay quiet (no shouting, no shouting at students in other classrooms)

**Be Responsible:**

* Stay with your teacher at all times
* Use the restroom and get a drink before dismissal in the afternoons (no stopping to use restroom, drinking water after school on your way out for the day)

**CAFETERIA**

**Be Safe:**

* Walk in line, stay in line and keep your personal space
* Sit quietly at your area until time to go to recess

**Be Respectful:**

* Say thank you to the cooks when you pick up your tray
* Use a quiet voice while in the cafeteria
* Balls and other play items will be left in the classroom

**Be Responsible:**

* Wait in line until your classroom teacher picks you up from recess
* If you drop food or napkins on the floor pick them up or ask one of the custodians or educational assistants to help you
* Use the restroom before you get to the cafeteria

**ASSEMBLIES**

**Be Safe:**

* Hands and feet to yourself (No touching others)
* Stay with your classroom teacher

**Be Respectful:**

* Pay attention and stay quiet – listen to the speaker
* Sit in one place and ask for permission before moving

**Be Responsible:**

* Stay with your classroom teacher
* Use the restroom and get a drink of water before entering the gym

**PLAYGROUND**

**Be Safe:**

* Play non-contact sports only (no chasing, no tackling, no pushing/shoving)
* Use playground equipment appropriately
* Leave dirt, sand, pebbles, rocks on the ground (no throwing dirt, sand, pebbles, rocks at each other or playground equipment)
* Stay around the equipment area (do not wander to the fence area)

**Be Respectful:**

* Take turns and share equipment and area

**Be Responsible:**

* Line-up immediately when duty teachers call you to line up (this means stop playing and line up.)

**LIBRARY**

**Be Safe:**

* Walk in line as your teacher brings you to the library
* While in the library you will obey all library rules (if you choose not to follow the rules you will not be allowed to come visit/check out books in the library)

**Be Respectful:**

* Quiet voices if you have a need to talk
* Say please and thank you
* Raise your hand and wait to be called on by the librarian
* Keep your eyes on the speaker/teacher
* Sit in your assigned place (no touching, pushing, shoving, etc.)

**Be Responsible:**

* Keep all library materials in good condition-treat them with respect (no throwing books, no trading books once they have been checked out to you)
* Return all library materials when you are finished with them (avoid the overdue list)
* Use a ruler to mark your place on the shelf

**BATHROOMS**

**Be Safe:**

* Stay off the sinks and sit (don’t stand) on the toilets
* Stay off the stall doors (no swinging on doors)
* Use sanitary practices (count to 11 while washing your hands)

**Be Respectful:**

* Give others privacy (do not look under the stalls)
* Flush when you are done
* Leave stall door unlocked when leaving the stall

**Be Responsible:**

* Turn sink water off when finished washing your hands
* Toilet paper should be flushed
* Paper towels will be thrown in the trash bin
* Return to classroom promptly (restrooms are not play rooms)

**BUS**

**Be Safe:**

* Once you sit down, stay in your seat
* No walking, standing, running, changing seats when the bus is moving
* Keep your feet out of the aisle
* Keep all body parts inside the bus
* Always face forward when seated

**Be Respectful:**

* Follow the bus driver’s directions and rules
* No pushing or shoving while in the bus
* Leave the bus by seats (do not try to be the first one off if you are sitting in the back, walk off the bus from the front to the back)

**Be Responsible:**

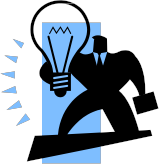
* No eating on the bus (no popcorn, pickles, juice)
* Place all trash in the trash bin next to the bus driver

**ANTI-BULLYING PROHIBITION STATEMENT For McKinley County Schools**

**Bullying** – “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 behavior by any student in the Gallup McKinley County School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school.” (6.12.7.7)
* Bullying includes, but is not limited to, harassment, intimidation or menacing acts of 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 or physical harm or damage to the student’s property; or
* 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 education of any student.
* Students and parents may file verbal or written complaints concerning suspected bullying behavior to school personnel and administrators. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator; up to and including suspension and/or expulsion.

**REWARDS**



**The Tobe Turpen Elementary faculty/staff will strive to make positive comments...**

* Lots of verbal praise
* Turpen Tokens (can be redeemed once a month for prizes)
* Small classroom rewards
* Grade level activities (all students who avoid step 4 are eligible and do not have excessive amounts of tardies and/or absences)
* Whole School Activities
* Field trips

 **AWARDS ASSEMBLIES**

**Held each semester and include awards in the following:**

1. Academics: Math and Reading
2. Greatest Effort
3. Citizenship
4. Most Improved
5. Perfect Attendance
6. Parental Involvement
7. Honor Roll – Students scoring 90% or above in reading and/or math
8. Students on a Roll – Students showing greatest academic improvement

**REFERRALS**

**IMMEDIATE office referrals will be made for the following behaviors:**

* Fighting, violent behaviors, and serious verbal threats
* Substance abuse, illegal activity
* Weapons or the threat of bringing a weapon to school
* Sexual harassment/inappropriate touching, or indecent exposure
* Hazing/Bullying
* Repeated stealing

**CONSEQUENCES**

**Consequences will be as immediate as possible; consistency will be applied school wide.**

**STEP 1 = Warning**

* 2 warnings for PK and K
* 1 warning for 1st - 5th grades

**STEP 2 = Think Time**

* Length at teacher’s discretion and depending upon student’s age and with a THINK-IT-THROUGH SHEET to be completed with teacher’s Buddy Teacher; followed by a natural consequence (apology, cleaning if mess is made, etc.) This can include the parent/guardian, student and teacher.
* Teachers may take a few minutes of recess time away, depending upon student’s age.

**STEP 3 = Communication with Parent**

* Phone call to parents/guardians; behavior contract can be put in place.
* Copies given to parent and other teachers who work with the student; may involve parent meeting or Student Support Team referral.
* Communication will always be made to parents first before an office referral, unless the discipline nature is a serious offense.

**STEP 4 = Office Referral**

* School board discipline policy is followed.
* Last step after STEPs 1, 2 and 3 have been followed and documented.

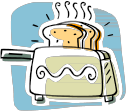
**CHEWING GUM/CANDY/JUICE**

* Chewing gum is NOT ALLOWED AT TURPEN ELEMENTARY at any time!
* Candy of any sort and hot chips are not allowed.
* Sugary juices and energy drinks are not allowed; only water in water bottles is allowed at all times.
* Students who have these items can be written up as misbehavior because it does interrupt the educational process.

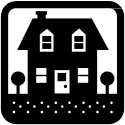
**SNACKS**

You are encouraged to send healthy snacks or food items to school with your child. This includes party days. With the rise of diabetes, state law prohibits any kind of soda pop. We care about everyone’s health at Turpen Elementary School.

**CAFETERIA**



BREAKFAST and LUNCH will be FREE to ALL students regardless of income. ALL students are entitled to both of these meals. Students are welcome to bring a sack lunch to school. Please do not bring soft drinks or anything in a glass container. If a student brings a lunch, healthy food items must be brought (no candy, sugared juices or soda)



**CHECK-IN/CHECK-OUT PROCEDURES**

**For student safety we have implemented check-in and check-out policies.**

* No student will be released to the custody of anyone other than the student’s legal parent/guardian unless such release is authorized on the child’s PA-I or PA-II at the school site. Even if you arrange with a neighbor or friend to pick up your child from school; they must be on your PA-I or PA-II.
* **WE WILL NOT RELEASE THE CHILD UNLESS WE HAVE DOCUMENTATION ON THE PA-I OR PA-II.**
* Anyone checking a student in or out during the day MUST sign the log in the Main Office and be listed on the child’s PA-I or PA-II.
* NO EARLY CHECK-OUTS after 2:30 PM. Students may be missing reading or math which may run past 2:30 p.m. every day. Early check outs affect your child’s progress.
* Parents/guardians will wait by the office while the secretary calls the classroom teacher to send the student down to the office for the check-out.
* If you arrive in the classroom without a pass, the staff is instructed to send you back to the office to check-in.
* We must be responsible for knowing every adult that comes into our building.
* Please check-in every time you visit, for any and all reasons.
* Please do not enter the portables without first checking-in at the office.
* There are no changes made as to how students go home at the end of the day after 12 noon. (A written note explaining the change would be best.)This is for your child’s safety.

**BUS INFORMATION**



* Students will not be allowed to ride a bus if they do not normally ride the bus.
* Students will not be allowed to get off the bus at a different stop unless the parent/guardian has filled out the note in the office prior to dismissal time or if the school receives written permission by 8:00 a.m. from the parent/guardian, that the student should not ride the bus on a given day. The note must be given to the teacher in the morning of the day the child will not ride the bus.
* The Gallup McKinley County School Board of Education requires students to conduct themselves on the bus in a manner consistent with established Standards of Conduct based on Character Counts. Riding the bus is a privilege that can be canceled due to inappropriate or unsafe behavior on the bus. Students are subject to the school/district discipline policy while riding the bus.
* If you have any questions or concerns regarding the bus schedule or stop, please consult the driver. S/he may be able to give you more specific information than the school. Do not hesitate, however, to consult the Special Services Director of Bussing, at 721-1118.
* These rules will also be followed for AFTER-SCHOOL PROGRAM and tutoring or any other after-school activities that use bussing.
* All bus students in grades Pre-K, K, and 1st must have someone meet them at the bus stop or students will remain on the bus and be brought back to the school. Parents will be expected to pick their child up at school if they are returned by the bus. ***After three times of being brought back to school, student bus riding privileges will be suspended.***

**AFTER SCHOOL DISMISSAL SCHEDULE**

**STUDENTS WHO RIDE BUSES 3:00 PM**

If Parents/Guardians wish for their child/children to walk or be picked up by a relative, a note MUST be brought to the child’s teacher the same day that they will not be riding the bus or a call to office by 12 noon. Busses leave at 3:00.

**STUDENTS WHO ARE PICKED UP 3:00 PM**

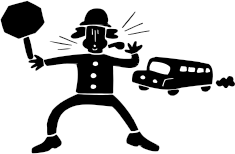
Are to be picked up in the library; must sign them out on the sign-out sheet with the duty teacher

**STUDENTS WHO WALK HOME 3:00 PM**

If Parents/Guardians wish for their child/children to ride the bus to a relative’s house they MUST come into the school and see the secretary and complete a BUS FORM.

**NO EXCEPTIONS!**

**BEFORE AND AFTER SCHOOL TRAFFIC**



* NO PARKING, DROPPING OFF OR PICKING-UP STUDENTS IN THE BUS LOADING ZONE IN FRONT OF THE SCHOOL BUILDING. This area is specifically for school busses only.
* Parents will drop off and pick up students in the EAST PARKING LOT.
* Parents may park in the EAST PARKING LOT AND WALK TO THE FRONT DOORS, NOT THE SIDE DOORS as they are locked.

**IMPORTANT NOTICE**

After 3:20 p.m. students will be taken to the office if parents have not shown up. When a student is not picked-up after the buses have left or following any activity (games, practice, after-school program, etc.), the staff will attempt to contact the parent and/or designated contact person. If the student is not picked up after 30 minutes, the authorities will be called and the student will be placed in their custody until the parents are located or until other arrangements can be made.

If no one is there to meet PRESCHOOL, KINDERGARTEN OR FIRST GRADE children at the bus stop, the bus driver will not let them off and they will be brought back to the school. After three times of being brought back to school, students will lose bus privileges. Attempts are made to contact parents/guardians using the PA forms that you filled out at the beginning of the year with all your phone contacts.

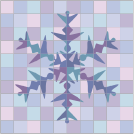


**FAMILY INVOLVEMENT**

You can help in the education of your child by:

* READING TO EACH CHILD 20 MINUTES EVERY NIGHT
* Signing your child’s READING LOG every evening after you listen to them read/read to them.
* Attending family activities at school and in the community
* Seeking the assistance of the Turpen Student Assistance Team and Counselor
* Attending the fall and winter Parent-Teacher conferences
* Getting a background check so you can volunteer in the school
* Attending other meetings involving information for your child
* Attending Open House at the school
* Checking your child’s Wednesday Communication Folder every week.
* Checking your child’s Homework Folder every night
* Maintaining close contact with your child’s teacher through written or verbal communication.
* Ask your child’s teacher for the classroom phone number.

**DELAYED SCHOOL START**



* When the weather/road conditions are not bad enough to close schools but not appropriate or safe for a normal start time, a delayed day may be called.

**This means that school will** **start two hours later than normal starting time.**

* Buses will run exactly two hours later than normal.
* Breakfast and Lunch is served on delayed days.
* Listen to the local radio stations, the Albuquerque TV stations, or call GMCS at (505) 721-2233 for updated information regarding delayed start days.
* Doors will not open for students until 9:15 a.m. when morning duty staff have arrived. Do not send your child to school earlier than that. Thank you.

**CLOSING FOR BAD WEATHER**

**When GMCS schools are closed due to bad weather, the** **announcement will be made…**

* By approximately 6:15 AM on the Gallup local radio stations.
* Albuquerque TV stations will run the closures at the bottom of the screen.
* PLEASE DO NOT CALL THE TURPEN MAIN OFFICE.
* Up-to-date information regarding school closing can be obtained by calling GMCS Central Office at (505) 721-2233**.**

**SUPPORT SERVICES**

Tobe Turpen Elementary offers a variety of special services to help our students. These include school counseling (whole group and one-on-one), Special Education, Occupational Therapy, Speech Therapy, Physical Therapy, and Conflict Mediation. If you feel that your child might benefit from any of these services, please contact your child’s teacher or the school counselor.

Our School Counselor is available to students and their parents. **We encourage you and your child to contact our school counselor, Christina Nye, whenever a problem arises at (505) 721-5004**.

**STUDENT DRESS CODE**

Tobe Turpen Elementary strictly adheres to the GMCS student dress code. Students violating the following policy will be loaned appropriate clothing and/or parents will be called to bring appropriate clothing to school for their child.

This student dress code has been established to promote discipline, respect and responsibility among all students and to maintain an appropriate school environment conducive to learning and free of unnecessary distractions and disruptive influences.

Students are expected to be neat, clean, and appropriately dressed for learning while on campus or on school sponsored activities and field trips. Interpretations of the following dress code are subject to administrative discretion.

**SHIRTS**

* Must be a solid color, long or short sleeved POLO SHIRT in any solid color except dark blue, red or black.
* Turpen Insignia t-shirts are only allowed on Fridays. Remember - Monday through Thursday, polo shirts only in designated colors.

NOTE: No shirts of any other style except those listed above are allowed. No skin should be shown between the bottom of the shirt and the top of the pants, shorts or Capri pants, when arms are stretched upward. Undershirts must be white, gray or purple.

**PANTS:**

* Must be a solid color of navy blue, black or khaki cotton slacks or dress pants. Leggings may only be worn under a skirt.
* A style that is not cargo (no pockets below mid-thigh), sweat pants, wind pants or warm-ups.
* A style that is not saggy, baggy, or oversized (pants must be worn at waist and FIT properly).

**OTHER ATTIRE**

Sweatshirts are acceptable as long as they:

* are plain, gray crewneck style
* have no pockets, zippers, or hoods on sweatshirts (sweatshirts must fit properly)
* have an approved Tobe-Turpen shirt underneath (polo collar visible)

Shorts are acceptable in:

* a solid color of navy blue, black or khaki
* a minimum of a 4 inch inseam
* same as pant style, a style that is not cargo or athletic type shorts

Capri Pants are acceptable in:

* approved khaki, navy blue, black
* a length that is not more than two inches above the knee and can be longer

Skirts are acceptable in:

* approved khaki, navy blue, black
* a length that is not more than two inches above the knee (no mini-skirts) and can be long

Belts must fit around the waist, be secured in belt loops and not extend more than 5 inches beyond the buckle.

* Blue and Red belts are not allowed as they are colors that are affiliated with gangs.

**NOTE:** Jackets must be appropriately sized and may not be worn in any way that conceals personal items not allowed in school (CD players, MP3, cell phones, electronic games, toys, etc.), or other contraband.

**PROHIBITED**

**(items not allowed)**

1. Accessories including, but not limited to: studded bracelets, or necklaces; belt loop or chain wallets, chains that connect body piercing and belts that extend more than 5 inches beyond the buckle or that hang down.
2. Pins, clothing, tattoos or accessories that advertise, display, or promote any drug (including tobacco and alcohol), sexual innuendo, violence, weaponry, disruptive symbols, profanity, hate or bigotry towards any group, is offensive, or disrespectful to other individuals.
3. No “Heelies” (roller skates on the bottom of shoes) or “hats” are allowed at any time!

**Violations of this policy will be handled as misbehavior under Gallup McKinley Count School policy VIII.12.20**

**Students will be written up for not following this MANDATORY school uniform policy.**

**ACCESS TO RECORDS**

A parent or guardian shall be able to inspect and review their child’s educational files. In all cases, except as provided for in policy, a written request to see the files must be made. The parent may examine the child’s records in the presence of the attendance secretary, principal, or the counselor. No records are allowed out of the office or building. **Anyone who looks at a child’s school records is REQUIRED to sign the signature page at the front of each file.**

**REGISTRATION FORMS UPDATED INITIALLY AND ANNUALLY**

**PA-I = NEW STUDENTS TO DISTRICT / PA-II = ALL RETURNING STUDENTS**

All new students to the Gallup McKinley County School system MUST have a completed PA-I on file in the school’s main office.

All returning students to the Gallup McKinley County School system MUST have an updated PA-II completed annually and on file in the school’s main office.

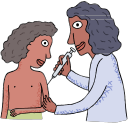
Parents/Guardians - please make sure you provide the school with the most recent information. The school has experienced difficulty when trying to reach parents/guardians with the phone numbers provided on the PA-I and PA-II.

**EMERGENCY INFORMATION**

Return the **Emergency Medical Authorization Form** as soon as possible. Please keep the information current and alert the school office to any changes throughout the school year.

**If the school cannot reach you in an emergency your child will be taken by our liaison to an emergency room and/or the school will notify the police.**

**IMMUNIZATIONS**



New Mexico law requires that before a student may enter school, a certificate that documents the required immunizations against communicable diseases (diphtheria, pertussis, tetanus, poliomyelitis, measles, rubella, and Haemophilus Influenza Type B) must be presented to school staff.

**No student may enter school without the required proof of immunizations.** Contact the district Health Services Coordinator at (505) 721-1021 if you have any questions.

**MEDICATION**

**If medication must be administered during school hours, you must obtain a form from the school’s main front office. This form must be filled out completely and is kept on file in the Turpen Health Office (721-5014)**

* All prescription medication MUST BE packaged by individual dosage.
* Home remedies, over-the-counter medication for sore throats, colds, headaches, etc., CANNOT be administered at school.
* Under NO circumstances should students carry medication to school – parents must arrange for medication distribution with the school nurse or health assistant.
* The Health Assistant has the appropriate paper work to complete if medication must be given

**ILLNESS**



**Parents are frequently concerned about whether to keep sick children home or to send them to school. The following information is intended to help parents with this decision:**

* CHILDREN SHOULD STAY HOME IF THEY:
  + - have a fever of 100 degrees or more, and should remain at home for 24 hours after their temperature returns to normal;
    - have vomited or have had diarrhea, and should remain home for 24 hours after it has stopped;
    - have a persistent cough;
    - have any open or draining sores;
    - have inflamed or draining eyes or ears;
    - have head lice or nits present and have not been treated.

If a child becomes ill during the day, school staff will contact the parent/guardian to come for the child as quickly as possible. Please be sure to have a current Emergency Medical Authorization Form on file at school.

* Please be sure to call the school to verify that your child will not be in school due to an illness and upon your child’s return please have your child bring in a doctor’s note with them to give to the attendance secretary.
* **It is so important that you consistently have up-to-date phone numbers on file in the front office. If your child has an emergency it is very important that we are able to contact you. If not, the authorities will be called after several attempts to locate you have been made.**

**LIBRARY/MEDIA CENTER**



**The Tobe Turpen Elementary Library is an active, vital part of the school’s educational program. All students go to the library once a week to check out books and other materials. Parents are encouraged to come to the library to check out books to read with and/or to your children.**

* Our library program aims to integrate the activities of the library and the classroom, provide a selection of materials to meet the needs of our students, and promote independent reading.
* The library skills that are taught during Library time are very important to the reading success of your child and support our school-wide success plan.
* Most books and materials are signed out for a one-week period. Encourage your children to look after their library books, and remind them to return their books as soon as they are finished.
* Students must pay for books that are lost or damaged.
* Students may also lose special privileges and rewards for not returning library books.
* The Librarian teacher sponsors two book fairs per year to raise money to purchase additional books and materials for the library.
* The Librarian supports the classroom teachers with reading comprehension through the Accelerated Reading Program that is for all kindergarten to fifth grade students.

**TECHNOLOGY**



Tobe Turpen Elementary parents and staff are committed to bringing technology to our students. Our goal is to integrate technology into classroom instruction to support all areas of the curriculum. We have a computer lab, every classroom has one or more computers, and our library also has computers.

* We are always looking at ways to improve our technology.
* Students and parents must sign a release form before they are allowed on the internet. This form is given to all parents at the beginning of the year.
* Lessons will be given in the computer lab as part of the “Specials” rotation.

**Please check the Gallup McKinley County website (**[**http://gmcs.k12.nm.us**](http://gmcs.k12.nm.us)**) daily for up to date district-wide events and information.**

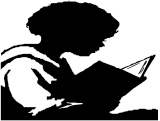
**Also, visit Turpen Elementary School’s website (**[**http://tue.gmcs.k12.nm.us**](http://tue.gmcs.k12.nm.us)**) for up to date information as well.**

**TELEPHONE NUMBERS**

* Tobe Turpen Elementary School Main Office
  + (505) 721-5000; Ginger Nielson, Secretary
  + (505) 721-5066; Rachel Garcia, Bookkeeper
  + GMCS Student Support Services (505) 721-1000
  + **Turpen Elementary Website** [**http://tue.gmcs.k12.nm.us**](http://tue.gmcs.k12.nm.us)

Please check with your child’s teacher for the classroom five (5) digit extension number. This number will enable you to leave voice mail messages directly for the teacher. During the instructional day all calls to teachers will automatically go to their voice message.

**HOMEWORK**



**At Tobe Turpen Elementary School we see homework as a way of:**

* **Encouraging self-discipline and commitment**
* **Reinforcing skills and strengthening new learning processes**
* **Developing the partnership between home and school for improved student learning.**

All children at Tobe Turpen Elementary School have a daily homework assignment – reading alone or should be read to for 20 minutes.

* Students may also take home daily Math homework.
* **Please come to open house to learn about homework policies in each classroom.**
* It is important that students see that parents and school staff are working together to provide a well-rounded education for them.

**TOYS/GAMES or CELL PHONES**

**Tobe Turpen Elementary will not be responsible for lost and/or stolen items brought to school in violation of this policy.**

* Toys or cell phones that are brought to school will be kept in the office until the parent comes to pick them up**.**
* Continuous violations: items are kept until the end of the school year when parents may pick them up from the office.

**VISITORS**



**If you need to meet with the teacher, please call the school in advance and schedule a time during the teachers’ preparation period, before school, or after school. Please do not expect to walk in and meet with the teacher without an appointment. This causes a major disruption to the school day.**

**ALL VISITORS MUST WEAR IDENTIFICATION BADGES WHILE IN THE BUILDING – THERE WILL BE NO EXCEPTIONS TO THIS POLICY**

* It is very important that you stop by the Main Office, sign the log book upon arrival and departure, and pick up a visitor’s pass so that everyone in the school can identify you as a welcomed visitor.
* If you arrive in the classroom without a pass, the staff is instructed to send you back to the office to check in.
* We must be responsible for every adult that comes into our building.
* Please check in every time you visit, for any and all reasons.
* Please do not enter the portables without first checking in the office.
* You must wear the pass the whole time you are at Turpen.
* This policy applies to ALL VISITORS:
  + - Parents/Guardians
    - Siblings that are visiting who do not attend Turpen
    - Staff family members
    - People who do not work at Turpen, but are visiting
    - Community members
* This precaution is for the safety of all children – we appreciate your compliance.

**VOLUNTEERS**

Volunteers are valued at Tobe Turpen. Your energy and expertise lighten the load and lift our spirits. If you’d like to become a volunteer on a regular or drop-in basis, please contact your child’s teacher or the office, 721-5000.

All volunteers MUST be fingerprinted and must authorize the district to perform a background check. There is a fee for the fingerprinting and background check. At this time volunteers are required to pay the fee themselves, which has been $44, and is in effect for 2 years. Please call (505) 721-1068 for details.

**MESSAGES**



Emergency messages may be left for students in the main office 721-5000 or 721-5066. Please be sure to call before 12:00 PM(noon) to ensure time for delivering the message.

**Each classroom teacher has voice mail on their classroom phone. You can leave a message on their phone. Teachers may not get back to you until the end of the day as they are instructing from 7:40 a.m. to 3:00 p.m. Please call the office for your child’s teacher’s voice mail number.**

**CONTACTING THE SCHOOL AFTER REGULAR SCHOOL HOURS:**

**The school office staff leaves at 3:30 pm. If you need to contact a teacher you will need to call the teacher’s classroom phone.**

**This includes After School programs. Communication will be sent home with all students that participate in after school activities with contact information.**

**SCHOOL PARENT/TEACHER ORGANIZATIONS**

Tobe Turpen Elementary Parent Teacher Organization is committed to the establishment of a close relationship between parents/guardian, community, teacher, staff and students. The PTO supports staff and student events and does fundraisers to help support instruction.

The Advisory School Council is a dedicated, concerned group, believing that high expectations and close connections between home, community and school help students achieve. The ASC helps support the policies and procedures of the school.

**GIFT GIVING, PARTIES, AND INVITATIONS**

Students MUST exchange personal presents, cards, and invitations outside of the school setting. These exchanges at school often result in hurt feelings and disruption of the educational process**.** NO Exceptions.

Delivery of flowers and other gifts for students WILL NOT be made to classrooms. If you must send flowers and other gifts to school – children will be allowed to pick them up from the main office after school.

The classroom teacher arranges 3 holiday parties. They will contact parents for assistance during the year.

**RECESS/HEALTH BREAKS**

Recess/health breaks are necessary for successful student learning. It is important that all children get fresh air and exercise. Movement has been shown to increase student learning. Unless it is extremely wet, windy, and/or cold, ALL children will be outdoors. **If your child has a medical condition that necessitates** **staying in from recess, on a limited basis, we must have a NOTE FROM YOUR DOCTOR.**

Every child attends a Physical Education class and receives 90 minutes of PE time each week.  **All children will participate in PE unless there is a NOTE FROM THE DOCTOR stating why or if there is a plan in place that states otherwise.**

**DAILY SCHEDULE FOR STUDENTS**

BREAKFAST in the Classroom

INSTRUCTION BEGINS 7:40 AM

K - 1: 11:00 – 11:30 AM

LUNCHES 2 - 3: 11:10 – 11:40 PM

4 - 5: 11:40 – 12:10 PM

(staff have the same lunch time as their students)

SCHOOL ENDS 3:00 PM

**\*No early check outs. \*No bus changes after 12:00 noon**

**COMPLAINT PROCESS**

Although we do our best to please everyone, we are here for the students first, and sometimes this can cause a situation that leaves you feeling frustrated, worried, or confused. If this should happen, please take the following steps for resolution:

1. Call the office and the secretary can give you the staff person’s number that you need. Leave a message requesting an appointment to meet with the staff member involved on their voice-mail and with the office secretary.
   1. Please remember that we are doing the very best we can for your child(ren) and come to the meeting with the idea that we can solve this problem together.
   2. If you don’t feel that a proper solution was reached, then please go to the next step.
   3. Call the office and make an appointment to speak to the principal.
   4. Mrs. Mowrer will then listen to your complaint or concern and try to offer solutions.
      1. Sometimes a meeting with the staff member in question will be mandatory in order to solve the problem.
   5. Mrs. Mowrer will investigate your concern.
   6. You will be notified of the solution either with a phone call or in writing.
2. Please remember that we are all here for the same reason: to provide your child(ren) with the best possible education we can give them. If you don’t feel satisfied with the decision that Mrs. Mowrer makes, then please go to step 3. A copy of the complaint form will be sent to the Office of Learning Services.
3. Call and make an appointment at the Student Support Center with the Director of Elementary Instruction. (505-721-1007)

Thank you for sending your child(ren) to Turpen Elementary. Together, we can make school a fun, safe, challenging and exciting place for all our children. Your child is our first priority, and we will do our very best to implement teaching strategies that will help your child succeed. We will communicate openly and honestly with you, and we want you to know that although some conversations may be difficult, they are sometimes critical to ensuring the success of your child(ren)

**Title I Compact**

**Gallup McKinley County Public Schools**

**Parent Portion of Compact:**

1. I will provide a caring home environment.
2. I will teach my child the value of respecting self, others, and property. I will also teach my child appropriate behavior and good manners.
3. I will make sure my child attends school and is on time every day.
4. I will be involved in my child’s education, which includes reading with my child every night and completing homework.
5. I will read all the information that the school sends home and contact the school when I have a question or concern.
6. I will seek the school and community resources that support the well-being of my child.

**Student Portion of Compact:**

1. I will respect the rights of others to learn.
2. I will take responsibility for my school work and behavior.
3. I will have good school attendance, be on time for class, and be ready to work every day.
4. I will ask for help from my parents and teachers when I don’t understand.
5. I will complete all homework assignments and read nightly.

**Teacher Portion of Compact:**

1. I will always conduct myself in a courteous and professional manner.
2. I will provide a challenging curriculum with high standards and expectations in academics and behavior, which meets all students’ needs.
3. I will communicate in a clear, respectful and prompt manner.
4. I will provide opportunities for parent involvement.
5. I will provide students with encouragement and an opportunity to succeed.
6. I will participate in professional development.

**Administrator Portion of Compact:**

1. I will create avenues of communication that are easily understood, informative, and convenient between school and home.
2. I will act as an instructional leader by supporting teachers in their classrooms.
3. I will create a welcoming atmosphere for students and parents.
4. I will involve parents in the educational process by: sending out monthly communication letters, by inviting parents to participate on committees, and by offering parent workshops.

**Signatures:**

Please sign and return this page to the Turpen front office. Thank you!

Parent\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Student

Teacher\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Principal\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Parents/Guardians,

This note is being sent to you with the Student/Parent Tobe Turpen Handbook. Your child is bringing this handbook home. Please keep the handbook as an informational resource manual informing you about the rules and routines regarding Turpen. It is important that you receive and review this handbook. We are asking you to please fill out and sign the bottom portion of this note and send it back to school with your child and have them turn it into their teacher. **Upon returning this form to the teacher, your child will receive 3 Turpen Tokens from their teacher.**

Your attention to this matter is greatly appreciated and we look forward to a great year.

**Work hard, go far…always remember who you are!**

Sincerely, Mrs. Mowrer

Principal

-------------------------------------------------------------------------------------------------------- (Please have your child return the bottom part of this note to their teacher tomorrow.)

**I have received a copy of Tobe Turpen’s Student/Parent/Guardian Handbook and will review the rules and procedures for the 2013 – 2014 school year.**

**Parent/Guardian’s Printed Name Parent/Guardian’s Signature**

**Child’s Name Grade Teacher’s Name**

**Date**