

Mt. Taylor Elementary School

GUARDIAN/STUDENT HANDBOOK

2025-2026

Home of the



**1607 Del Norte
PO Box 8
Grants, NM 87020
Phone: (505)-285-2740**

Fax: (505)-287-2747
Grants/Cibola County Schools

Board of Education

Dist. 4	Francie Lee	President
Dist. 2	Walter Jaramillo	Vice President
Dist. 1	Emily E. Hunt-Dailey	Member
Dist. 3	Ronald Ortiz	Member
Dist. 5	Dr. Guy Archambeau	Member

ADMINISTRATION

Lane Widner	Superintendent
Jacque Jones	Director – Human Resources
Delton Martin	Director - Federal Programs
Cooper Jones	Director – Business and Finance
Jennifer Griego	Director - Instruction & SpecialEd
Gary Atencio	Director – Facilities
	Coordinator- Health
Jean Perez	Coordinator- Data & Testing
Edwina Hennemann	Coordinator - Transportation
	Coordinator – Nutrition Services
Nolan Valdo	Coordinator – Diversity/Inclusion

Mt. Taylor Staff

Principal

Amanda Valdez

Dean of Students:

Melinda Thayer

Pre-K:

Memory Cabrera
Sharon Puderbaugh

Room

#65
#64

Pre-K - Assistant

Jia Martin
Tannis Spencer

Kindergarten:

Maxine Jaramillo #04
Lacy Jaramillo #05

Educational Assistants

Danielle Jaure
Jana Spencer
Maddie Gurule
Miranda Gallegos
Bobbie Jo Romero
Alexandra Trujillo-Gonzales
Barbara Duran

First Grade:

Roxanne Autrey #10
Mallory Knott #11
#12

Second Grade:

Tanya Munson #2
Lucinda Tafoya #3

Third Grade:

Amanda Scott #14
Monique Maestas #15
Yvette Martinez #16

Fourth Grade:

Christine Lawian #17
Bruce FIngerhut #18
Kate Sandoval #19

Fifth Grade:

Aliyah Hocker #25
Robin Sanchez #27

Sixth Grade:

Nancy King #26
Emee Peralta #28
Diane Rychener #29

Pull-Out - Related Arts - Specials Classes

Roxanne Meyers #35 Portable
VACANT #36 Portable
Kaile Johnson-Martinez Gym

Support Staff

Savannah Pena #22
Alexandra Aldaz B-Hallway- Office
Anna Marie Fletcher Library
Tarriell Sandoval #07
Amber Martinez #07
Betty Elkins #21C

Special Education:

Maribel Romasanta #09
Jessica Copland #06
Princess Jalea #08
Madel Lucio #23

Cafeteria:

Janet Miller
Florentina Mahkee
Sayra Arrendondo
Guadalupe Alvarado Robles

Secretaries:

Rachel Michael
Jayme Avitia

Custodians:

Lawrence Gurule
Leroy Marquez
Darren Montano
Richard Sisneros

Art
Music
P.E.

Counselor
Nurse Assistant
Library Assistant
Title VI - Educational Assistant
EWS – Attendance Clerk
Speech



**Mt. Taylor Elementary School
Bell Schedule
2025-2026 School Year**



<u>REGULAR SCHOOL DAY SCHEDULE</u>	<u>ABBREVIATED SCHEDULE</u>	<u>DELAY SCHEDULE (2 Hour Delay)</u>
<i>Bring your child to school between 7:30-7:50 a.m.</i>	<i>Bring your child to school between 7:30-7:50 a.m.</i>	<i>Bring your child to school between 9:30 - 9:50 a.m.</i>
First Bell 7:50 a.m. Breakfast 7:50-8:15 a.m. Tardy Bell 8:00 a.m.	First Bell 7:50 a.m. Breakfast 7:50-8:15 a.m. Tardy Bell 8:00 a.m.	First Bell 10:00 a.m. Tardy Bell 10:05 a.m.
Lunch Schedule: Kinder 11:15-12:00 1st & 2nd 11:20-12:00 3rd & 4th 11:40-12:20 5th & 6th 12:05-12:45	Unity House Team Activity Time Lunch Schedule: Black 11:20-12:00 Blue 11:40-12:20 Yellow 12:00-12:40	Breakfast is NOT served during delayed days!
Dismissal: Bus Students 2:55 p.m. Walkers & Car riders 2:56 p.m.	<u>Early Dismissal:</u> <u>Bus Students 12:45 p.m.</u> <u>Walkers & Car riders 12:50 p.m.</u>	Lunch Schedule: Kinder 11:15-12:00 1st & 2nd 11:20-12:00 3rd & 4th 11:40-12:20 5th & 6th 12:05-12:45 Dismissal: Bus Students 2:55 p.m. Walkers & Car riders 2:56 p.m.

Lunches and Student Interruptions: If you send lunch with your child, please send it with them in the morning. Please visit the [GCCS Nutrislice website](#) to view menus and be prepared with the THREE options that are served each day. Students will not be allowed to call home repeatedly for a parent to bring their lunch. Thank you for your cooperation. Parents are allowed to bring birthday treats BUT parents ARE NOT permitted to visit or walk beyond the front office. Any parent to volunteer in the classroom must first be approved by the office, submitted to G/CCS central office, & pass a background check to be permitted around students.

Emergency Information- Notifying of Delays/Closures
 In case of a potential snow day or building closure, we will follow these procedures:
 Notification of local radio and television stations should be made from the central office by 6:00 am. Or as soon as possible the morning of cancellation or delay. Mt. Taylor will post all updates on Elementary School's Facebook page. G/CCS district office will send out a recorded robocall and a mass text message. So please be sure you set up your Synergy ParentVue and/or update it with all your current information and phone numbers.

GCCS Vision, Mission, Values and Goals

Vision	Grants/Cibola County School District provides an environment in which every person is secure, respected and appreciated. Resources are used to inspire all learners to develop the knowledge, skills and confidence to pursue their life goals.
Mission	Every Student, Every Day, Building a Person for Life
Values	<p>We believe...</p> <ul style="list-style-type: none"> ● That all stakeholders can work together in a trusting and supportive manner to improve a challenging curriculum, effective instruction and rigorous academic standards. ● That fairness, honor, honesty, responsibility, reliability, humility and respect will be demonstrated toward all people and cultures. ● That leadership is the responsibility of everyone regardless of position. ● That accountability is the responsibility of all stakeholders. <p>We are committed to...</p> <ul style="list-style-type: none"> ● Developing a positive atmosphere that supports the work of teaching and learning; this is attentive to the wellbeing of all learners. ● Ensuring that there will be many occasions for all learners to develop and maintain qualities and skills necessary to grow personally, socially, academically and professionally.
Goal 1	Academic Curriculum: GCCS will increase student learning and academic proficiency across all subgroups in all content areas, as measured by district and state assessments.
Goal 2	Work Environment: GCCS will provide a safe, healthy learning environment, as measured by improved stakeholder attendance, implemented handbooks and site administrative procedures and decreased student discipline referrals.
Goal 3	Communication: GCCS will maximize efforts to effectively communicate with all stakeholders as measured by increased participation and positive survey results.
Goal 4	Infrastructure/Support Systems: GCCS will provide access to adequate, efficient and reliable technology and resources to all stakeholders, as measured by usage of hardware, software and educational programs.

Mt. Taylor Elementary School Vision, Mission, and Goals

Vision Statement

We envision a high achieving school that fosters safe, happy, and healthy students with collaboration among staff, students, parents, and the local community while incorporating rigorous, engaging lessons for academic success, and life long memories with peers.

Mission Statement

The mission of Mt. Taylor Elementary School is to **teach** all students the knowledge they need to succeed, **prepare** them to contribute to their communities, and **inspire** them to reach their full potential.

Goals

The staff of Mt. Taylor Elementary School pledges to **work together** with families, our diverse local communities, and one another to support this mission.

Respect, Trustworthiness, Fairness, Dependability, Reliability, Loyalty, Commitment, Open-mindedness, Consistency, Honesty, Efficiency, and Professionalism

All classrooms will build their classroom management plan, including set rules. Most classrooms will create these rules and procedures as a whole group with the students so they have ownership of their classroom family. All rules will have an overarching basis of Respect, as respecting others, respecting themselves, and respecting their environment. They will revolve around character counts.

SIX PILLARS OF CHARACTER

- Fairness
- Responsibility
- Respect
- Caring
- Trustworthiness
- Citizenship

CHARACTER COUNTS!



ATTENDANCE:

Please note the start and dismissal times. **The school day bell schedule is 7:50 am - 2:56 pm.** Daily attendance is essential for all students. Coming to school late and leaving early interferes with your child's/children's learning. Notify the school if your child will be absent

Limit tardiness - Your child is tardy if they arrive after 8:00.

Multiple tardies will result in absences, Multiple Absences will result in attendance meetings with possible attendance contracts and CYFD & JPO headings.

Attendance and Absences

New Mexico has enacted a new attendance law, **Attendance for Success Act**: providing for prevention of absences and earlier intervention for students who are absent or chronically absent. We are required by the NMPED to follow all of the new procedures. **A major change that you will notice is that the new law stipulates any absences for any reason will be used to calculate the students' attendance.** The following chart identifies each tier that your student will fall under and the strategies that the school will implement at each level.

(School sponsored activities are the exception)

<p>Tier 1 = Less than 5% of classes or school days missed FOR ANY REASON (School sponsored activities are the exception)</p>	<p>Whole School - Prevention Phone calls home when absent Promotion of good attendance</p>
<p>Tier 2 = More than 5%, but less than 10% of classes or school days missed FOR ANY REASON (School sponsored activities are the exception)</p>	<p>Individualized Prevention Phone calls home when absent Inform parent/guardian and student about attendance Promote good attendance</p>
<p>Tier 3 = 10% or more, but less than 20% of classes or school days missed FOR ANY REASON, this is considered chronically absent (School sponsored activities are the exception)</p>	<p>Letter home for chronic absence Phone calls home when absent Schedule parent/guardian and student meeting Discover root cause Early intervention plan Attendance contract Promote good attendance Celebrate Gains</p>
<p>Tier 4 = More than 20% of classes or school days missed FOR ANY REASON, this is considered excessively absent (School sponsored activities are the exception)</p>	<p>Letter home for excessive absence Phone calls home or possible home visits when absent Schedule parent/guardian and student meeting Intensive intervention plan Intensive attendance contract Promote good attendance Celebrate Gains</p>
<p>Student continues to be absent</p>	<p>JPPO/CYFD REPORT and possibly other agencies</p>

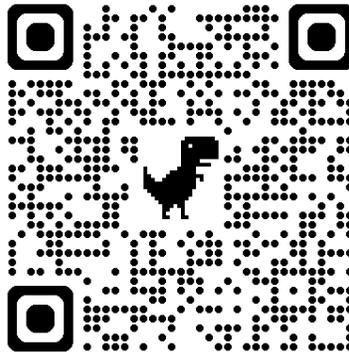
- Notify school if your child will be absent
- Send all official documents to the school the day your student returns (Doctor/Dental/Optical notes, tribal letters, court documentation, religious letters, etc)

SCHOOL LUNCHES:

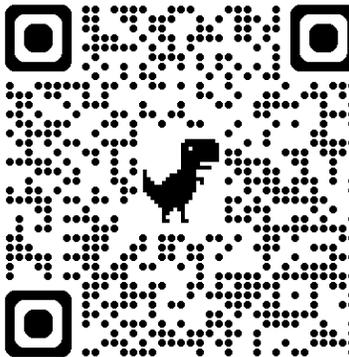
Our school district has a contract with Southwest Foodservice Excellence (SFE), in coordination with GCCS. There will be three daily choices for students. There will always be a cold option; chef salad, or sandwich
An adventurous try a tasty variety meal
Something for kids to fall back on as nuggets or corn dogs.

Menus are always posted online with a link from the Nutrition & Parent Resources page on the GCCS website. Students will not be allowed to call home for lunch repeatedly being that there are three options of something students should be able to eat, and menus posted, sent home, and on the website.

<https://gccsk12nm.nutrislice.com/menu/mt-taylor-es>



Adults must pay for lunches by the day or buy lunch tickets, \$4.65, purchased through payk12. This will be useful for our school's annual Thanksgiving Lunch.



Communication:

Please check with your child for forms of communication information such as: calendar of events, weekly newsletter, monthly newsletters, permission slips, field trip notifications. A paper and electronic newsletter will be sent out once a month to staff and parents. They may be shared by teachers using their Class Dojos or Google Classrooms, and Facebook. Classrooms will have 2-way communication for homework, behavior, and emergencies. It is important that we work as a team to support your child's education.

Dress Code:

- Student’s clothing attire must not be inappropriate taking time and attention away from instruction. If a child’s dress code is inappropriate we may give an alternate shirt/pants and/or call home. Students must not show their stomach, wear drug/gang related attire, wear shorts/skirts too short (higher than hands dropped to sides), or wear caps/hoods in the building.

Personal Electronic Devices, such as cell phones, tables, airpods, and/or gaming devices are not allowed at school. If a student brings one for transportation purposes, for before or after school use, they must be stored throughout the school day. Grants/Cibola County Schools shall not be responsible for the loss, theft or damage of any personal electronic devices.

- The time we are in the classroom is dedicated for direct instruction with students and using the opportunity with students for engaging lessons, reading 1-on-1, math problem tutoring, and interventions.
- STUDENT Cell-Phones are NOT allowed in school. If seen, staff must take cell-phones away and document the minor infraction. If repeated, the student must be sent to the assistant principal for parent contact and documentation.
- Airpods are not allowed in school. (This shows they are connected to a device that is not permitted.) This also shows the student is not paying attention to the lesson they should be engaged in.

Electronic Device Return Policy Any Offense Elementary (PK-6)
The student’s parent/legal guardian may retrieve the personal electronic device from the office.
Parent/legal guardians must sign the personal electronic device out from the log kept in the administrative office.

Birthdays:

A parent may deliver store bought treats for a class celebration. This will take place during the last 30 minutes of the school day. For student safety and confidentiality, parents are not allowed beyond the front office. When choosing to bring treats, there must be enough treats for all classmates to be included.

FOOD AND SNACKS: All food and snacks must follow USDA guidelines. There are no chips, energy drinks, sugary teas, and/or cokes, etc. allowed in the classrooms. Chips, especially those red in color may only be packed in a lunch, but not snacked on throughout the school day instructional times.

Care of Rooms, Building, and Playground:

Please help us by talking to your child to be sure we work as a team to take care of our school.

- Make sure that paper and debris is picked up off the floor every day and that chairs are placed on top of the desks.
- Keep desks/learning areas clean by keeping taking notes/communication, homework, and necessary items home daily.

Procedures & Classroom Rules:

- Teachers will have covered, from the first day of school, and reminding thereafter of their rules, and have your expectations. Parents should receive a copy sent home of the procedures and expectations of the classroom.
- Consequences should happen first coming from the teacher, and communication with parents, either by phone call, Remind/Class Dojo or other App form of communication, or text message.
- If behaviors continue the next step would be the assistant principal who would also keep communication with parents.
- Depending on the behavior continuance the last step of consequences would come from the principal.
- No electronics, including cell phones, Nintendo switch, iPods, air pods, and any other device that can be used for social media, or messaging in efforts to lessen bully behaviors.

Bullying:

Mt. Taylor Elementary as well as Grants/Cibola County Schools is a “BULLY FREE ZONE”. Mt. Taylor has a ZERO tolerance policy against bullying and students will receive consequences for their actions. Bullying is defined as “unwanted aggressive behavior that is repeated over time and involves an imbalance in power.” Based on this definition if your child feels they have been bullied their first step is to notify their teacher/or adult on duty. If bullying continues, notify the office immediately. (We want to be able to address it immediately, but the only way we can ensure it is handled is if we know about it.)

Playground Rules:

- Students will show respect for each other.
- Students will NOT play rough.
- Students will STOP what they are doing when the bell rings or the whistle blows and proceed to line up orderly.
- Playground equipment will be used properly and safely.
- Students will follow instructions given by staff members.
- Students will show pride in the school by keeping the playground clean.
- No electronics, including cell phones, Nintendo switch, iPods, air pods, and any other device that can be used for social media, or messaging in efforts to lessen bully behaviors.

Cafeteria Rules:

- Students may talk in a minimal tone, visit and socialize as you would in a restaurant lunch time in a respectful fashion.
- Students will show respect for others.
- Students will clean up after themselves, their lunch, and trash after they are done eating.
- Students shall stay seated at all times, and ask for permission to be up for throwing their tray, or using the restroom.
- Students should not yell or be extremely loud.
- No electronics, including cell phones, Nintendo switch, iPods, air pods, and any other device that can be used for social media, or messaging in efforts to lessen bully behaviors.
- ALL TRASH and FOOD should be picked up before leaving the table.
- Do not throw food at each other or across the room
- Students will follow instructions given by all staff members.
- Students shall wait quietly and patiently to be dismissed for recess.

Hall and Ground Rules:

Please know while students are going from place to place within the school, other classes are still in session, learning.

- ABSOLUTELY NO RUNNING in the halls.
- Go through the hall quietly so that you will not disturb classes.
- If you are with your class, you should be in line and quiet.
- Students who do not follow hallway rules quietly and respectfully may lose hallway privileges to nurse and library without an escort.
- No electronics, including cell phones, Nintendo switch, iPods, air pods, and any other device that can be used for social media, or messaging in efforts to lessen bully behaviors.

Possible discipline consequences may include;

- Time out of instructional lesson to calm down
- Journaling//Think Sheets reflecting on behavior and choices
- Conferencing with the child(ren),
- Lunch detention with a principal for “Think sheet” & to discuss expectation
- Refer to counseling,
- Lunch detention,
- ISS (in School Suspension),
- OSS (Out of School Suspension),
- For extreme threats, harm, vandalism, or drug use behavior GPD will be called and a report will be made for further court consequences.

MAKE-UP WORK:

Students should be allowed at least two days after being absent to make-up missing assignments. Students may be asked to redo poor quality work. Students may be required to stay in for study hall rather than going out during

morning/afternoon recess to make-up or be tutored for multiple, repeated missing assignments.

MID-QUARTER Progress REPORTS:

Grades K-6 will send parents a mid-quarter report/progress report at each quarter's 4 ½ weeks. Reports will be run through Synergy. You can and should always stay up to date with your child's progress by checking your ParentVue app and your child should know by checking their StudentVue App.

PARENT CONFERENCES:

Mid-Quarter 1 will be held September 12, 2025 and Mid-Quarter 3 conference is February 6, 2026

- Parent conference dates are included in the district calendar.
- Should you need to set up a conference in between these dates to meet with your child's teacher, or an administrator please contact the school and we will make an appointment with your child's teacher and get back with you.
505-285-2740

GRADING AND REPORT CARDS:

- All students, K-6 will report performance through a grading scale of 0 - 100%. Two grades per subject per student each week need to be entered. The following percentages apply to these grade levels:
 - **A = 90 - 100**
 - **B = 80 - 89**
 - **C = 70 - 79**
 - **D = 60 - 69**
 - **F = Below 60**

All students will be eligible for the Honor Roll. Students are graded on a combination of classwork, quiz/test/assessments, projects, and in class participation. This means students must be present and participating so teachers can observe and intervene to best help your child grow. Please encourage your child to participate, voice their knowledge, and let their teacher know when there is something they do not understand.

How can YOU help your child be successful at school?

ENCOURAGE ROADRUNNER PRIDE

Please talk to your child and encourage our Roadrunner Motto and Showing Roadrunner PRIDE each day. This means: We will be **P**repared, **R**espectful, show **I**ntegrity, be **D**ependable, and always **E**ncourage!

- **Prepared-** Come on time, with all school supplies and assignments.
- **Respectful-** Treat others with kindness and use manners
- **Integrity-** Do what's right, no matter if someone is watching or not.

- **Dependable**- Complete assignments, and be someone that can be counted on.
- **Encourage**- Be helpful and cheer yourself and others on.

PTO:

PTO Meetings are typically Wednesday of each month at 5:30. Please support our school's PTO in any way possible. This helps the school plan activities, fundraisers, staff luncheons, bereavement, popcorn/pickle sales, testing snacks/posters, Accelerated Reader Awards/Rewards/Activities, perfect attendance rewards, Character Counts and much more. Your help is always needed and appreciated at Mt. Taylor. School Volunteers must first be approved by the office, and receive a background check by making an appointment at GCCS Central Office HR department.

Building Good Study Habits In Class:

- Ask questions
- Engage in respectful discussions with peers in class.
- Work out problems/questions using all you know so your teacher can continue to support, intervene, and challenge growth.
- Tell your teacher when you don't understand the work

Reading to Learn:

- Read many different kinds of material. The more you read the easier and more enjoyable reading will become.
- Read to your child every chance you have. Talk about what you read.
- Listen to your child read to you. Talk about what they read to you.

At Home:

- Take your homework home every day and bring it to school the next day
- Make a homework kit for your supplies. Include a ruler, scissors, crayons, pencil, erasers, glue stick and paper.
- If a project will take several days, like studying for a test or writing a book report, break the project into smaller parts and do a little each day.
- Find a quiet place to study. Don't listen to the radio or watch television while studying.
- Read for 30 minutes each evening.

HYGIENE

Students should maintain good hygiene at all times. This means:

- Bathe daily & Brush teeth daily
- Get proper rest and nutrition
- Wear clean clothes daily with closed toed shoes able to participate in PE & stay safe on the recess playground.

- If your child has special needs; if diapers are worn, wear a clean one in the morning before school. It is the parent's responsibility to provide diapers, wipes, and creams if they are needed.

 Handbook Acknowledgment

I acknowledge that I have received and reviewed the Mt. Taylor Elementary Student & Parent Handbook with my child.

Student Name: _____

Teacher: _____

Grade: _____

Parent/Guardian Name (printed): _____

Parent/Guardian Signature: _____

Date: _____

 Photo Release Permission

Throughout the school year, photos of students may be taken to highlight school events, classroom activities, and student achievements. These photos may be shared on the Mt. Taylor Elementary school newsletter and/or official Facebook page as a way to celebrate and inform our community of current happenings.

Please indicate your preference below:

YES, I give permission for Mt. Taylor Elementary to take and use photos of my child.

NO, I do not give permission for Mt. Taylor Elementary to take or use any photos of my child.

Parent/Guardian Signature: _____

Date: _____

Please return this completed form to your child's teacher by Friday, August 15, 2025 Thank you for your continued support of Mt. Taylor Elementary!