

VALENCIA ELEMENTARY  
LOS LUNAS FAMILY SCHOOL  
STUDENT HANDBOOK  
2019-2020



Valencia Elementary  
Los Lunas Family School  
111 Monica Rd.  
Los Lunas, NM 87031  
Phone: 505-865-3017  
Fax: 505-866-2169

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## PRINCIPAL'S MESSAGE

Dear Valencia Elementary and Los Lunas Family School Parents and Students,  
Welcome to Valencia Elementary / Los Lunas Family School and the 2019-2020 school year. Our vision is to empower students through high levels of learning for all.

On behalf of the staff at Valencia Elementary and Los Lunas Family School, we are happy to welcome you to the 2019-2020 school year. We are looking forward to a productive partnership with you to ensure our students are successful in their educational endeavors.

Thank you for your support.

*Mrs. Sonia M. Allen*  
Principal

*Mrs. Karla Dow*  
Assistant Principal

### LOS LUNAS SCHOOLS MOTTO

Every Student Matters. Every Moment Counts.

### LOS LUNAS SCHOOLS VISION STATEMENT

Los Lunas Schools will be the premier school district in the state of New Mexico by exemplifying high levels of learning for all students.

### LOS LUNAS SCHOOLS MISSION STATEMENT

Preparing, empowering, and inspiring all students to reach their maximum potential.

### VALENCIA ELEMENTARY AND LLFS MISSION STATEMENT

We educate all students for tomorrow by ensuring high levels of learning today.

## GENERAL INFORMATION

### ARRIVAL TIME AT SCHOOL

Students are **not** to arrive on campus before **8:30 a.m.** Parents please do not bring your child to school before that time, as no one is on duty to ensure your child's safety. If your child arrives to school prior to 8:30 a.m., you will be contacted to pick up your child. Upon arrival, all students are to go directly to the cafeteria.

### DAILY SCHEDULE

8:30 a.m. Student Arrival Time

8:30 – 8:50 a.m. Breakfast

8:50 a.m. First Bell

8:55 a.m. Tardy Bell

TBD Lunch

3:30 p.m. Student Dismissal

### STUDENT DISMISSAL

In order to ensure the safety of our students at dismissal time, please observe the following procedures:

**Vehicle Pick-Up** – If you are picking up your child at dismissal time, please enter the school campus at the north-east entrance and proceed along the front of the school to receive your child at the designated area. Staff members will guide you through the pick-up area. Students are not allowed to meet you in the parking lot. Students must wait for parents to pull up to designated area and enter vehicle safely.

**Walkers** – Students will meet the staff member in the designated areas and the staff member will escort the students through the crosswalk.

**Walk Up/Parent Pick-Up** – If you are picking up your child after school, please wait in the lobby or on the benches out front. Parents/guardians must sign their students out. Students will not be released to parents/guardians from the classroom. If at all possible, avoid picking your child up before the end of the school day, as this interrupts important instruction at the close of the day.

**Bicycle Riders** – Students are allowed to ride bicycles to school. Students must walk their bicycles across the street and, upon entering campus, walk bicycles to the designated bike rack. Bicycle parking is available near the playground.

Parents who are late picking up their child after school must pick them up from the front office.

Please send a note to your teacher via agenda or email if your child's transportation method for the day changes. We cannot accept a phone call requesting the change.

### PARENT TEACHER CONFERENCES / EARLY RELEASE SCHEDULE

K- 6 students are dismissed at 1:00 p.m.

Early Release Days are the following days: TBD.

## INCLEMENT WEATHER PROCEDURES

In the event of inclement weather, the Los Lunas Schools will operate on an abbreviated day schedule. The start time of school will be two hours later than usual; dismissal time will remain the same. The bus schedule will also be two hours later. **The abbreviated school day for Valencia Elementary and Los Lunas Family School will be from 10:55 a.m. to 3:30 p.m.**

There will be no morning recess and all lunches will be as regularly scheduled.

TV stations that will relay the abbreviated day information are KOB, KRQE, and KOAT. Radio stations KRQE, KABQ, and KOB (Albuquerque) will also report the above information. In addition, parents and guardians will receive an automated parent notification from Los Lunas Schools.

## DATES TO REMEMBER

### OPEN HOUSE

August 2019

### PARENT/TEACHER CONFERENCES

Los Lunas Schools has designated October and January to build parent/teacher communication and to report student progress. We strongly urge your participation at Valencia Elementary and Los Lunas Family School. Students will be dismissed at 1:00 p.m. on these days.

### REPORT CARDS

Report cards are issued at the end of each grading period. These report cards reflect achievement in class work, attendance and behavior.

### REPORT CARDS ISSUED

1st Nine Weeks – October 2019

2nd Nine Weeks – January 2020

3rd Nine Weeks – March 2020

4th Nine Weeks – May 2020

### PROGRESS REPORTS

In addition to the report cards, ALL students will receive progress reports half way through each grading period.

September 2019 November 2019

February 2020 April 2020

### Parent/Teacher Committee (PTC)

The PTC meets on the 2<sup>nd</sup> Tuesday of the month after school.

## ATTENDANCE

It is required by the New Mexico Compulsory School Attendance Law, (NMSA 1978 Sect. 22-21-1 to 22-12-8), that all school age students attend school. School age students are identified as individuals ages 5-18.

If a student has extended absences, the school will send a preliminary notice through the mail notifying parents of the student's frequent absences. A conference with the principal will be required at that time. If absences continue, a referral to the district truancy program will be initiated.

PARENT/GUARDIANS ARE RESPONSIBLE FOR UPHOLDING THE COMPULSORY ATTENDANCE LAW. VIOLATION OF THIS LAW WILL RESULT IN A REFERRAL TO TRUANCY OFFICER OR CHILD PROTECTIVE SERVICES FOR EDUCATIONAL NEGLECT.

For additional information regarding the Los Lunas Schools Student Attendance Policy, refer to the Los Lunas School Board Policy.

### TRUANCY

All students shall be expected to attend school during the Academic School Year, in accordance with the Compulsory School Attendance Law (22-12- to 22-12-7 NMSA 1978). Under the district's Truancy Plan, progressive disciplinary action will be taken against any student who is truant. Under a cooperative agreement, referrals can be made to the Valencia County District Attorney's Office, if students/families fail to comply with the Compulsory School Attendance Law.

### REPORTING STUDENT ABSENCES

When a student cannot attend school, it is the parent/guardian's responsibility to notify the school office of the child's absence. Parent/guardian's should call the school on the date of the absence. Additionally, when the child returns to school, parents are required to send a note with the child indicating the date and reason for the absence. In order for an absence to be excused, written documentation must be received within 24 hours.

Parents may request student work assignments from the teacher and allow a 24-hour window. The assignments can be picked up in the school office after 3:30 p.m.

### TARDINESS

Students are expected to make every effort to be on time for school. Students who arrive after the tardy bell must report to the office. Students must be signed in at the office by a parent/guardian. If tardiness becomes a chronic problem, a parent conference may be requested. Students with excessive tardiness will not be eligible for perfect attendance.

## **BULLYING/CYBER BULLYING**

Bullying and cyber bullying behavior by any student in the Los Lunas Schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Bullying" means any repeated and pervasive written, verbal or electronic expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more students in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Bullying is unwanted aggressive behavior that involves a true imbalance of power that a reasonable person under the circumstances should know will have an affect of:

- Placing a student in reasonable fear of 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 school's educational mission or the education of any student.

Students and parents may file verbal or written complaints concerning suspected bullying (including cyber 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.

For additional information regarding the Los Lunas Schools Intimidation, Harassment, Bullying and Cyber Bullying Policy, refer to the Los Lunas School Board Policy.



## CAFETERIA

The Los Lunas School District is a participant in the National School Breakfast and Lunch Programs. Students are encouraged to eat breakfast and/or lunch at school. All students receive free breakfast.

## CLASSROOM PLACEMENTS

Classroom placements are based on criteria designed to promote a quality instructional setting for our students. Efforts are directed toward placing students to achieve a balance of boys/girls, ethnicity, achievement levels, language needs, and social skills. Teachers complete pupil placement forms, which provide classroom information on student achievement levels, social skills and learning styles. Classroom placement decisions are based on information provided by parents and staff. Every effort is made to place students in a learning environment which will address their individual needs. **Parent requests are considered when making classroom placements but are NOT guaranteed.**

## DRESS CODE - Students

Los Lunas School authorities encourage a positive attitude toward the student's conduct and appearance. Dress and grooming have a definite bearing on attitude and behavior. Learning how to dress within the boundaries of decency, modesty, responsibility and social acceptability is a part of each student's education, and should be practiced at school, and while participating in extracurricular activities.

Valencia Elementary and Los Lunas Family School Dress Code guidelines are listed below. The responsibility to interpret and enforce the policy rests with each site administrator. Within each school's guidelines, students and their parents / guardians have the right to determine the dress and personal appearance of students.

Exceptions to this right however are:

- When dress or appearance presents a health or safety hazard;
- When dress or appearance is in violation of municipal or state law;
- When dress and appearance presents a potential for disruption to the instructional program;
- When dress and appearance advertises, displays, or promotes any drug including alcohol or tobacco;
- When dress and appearance displays disrespect, and/or bigotry towards any group.

Due to the possibility of injury, appropriate shoes should be worn. No flip flops, open toe sandals, high heeled shoes or Heelys are allowed at school.

No altered clothing is allowed, such as, but not limited to: torn or shredded jeans, shirts with straps narrower than 2-inches, undershirts, muscle shirts, halter tops, tube tops, off the shoulder or low cut clothing, tight or short shorts or skirts, bare midriffs, sagging or excessively baggy pants, nor belts hanging down from the waist. Fingertip measurement, with hands down at sides, will be the standard for all skirts and shorts. At no time should undergarments be seen. As a rule of thumb: skin showing between the bottom of the shirt/blouse and the top of pants or skirts is not allowed.

## DRESS CODE Continued - Students

Clothing, jewelry or displaying gang or alcohol-related wording, profane or vulgar language, sexually suggestive, negative statements or abusive language is not allowed. Shaved eyebrows or body piercings, other than ears will not be allowed.

Other clothing, such as but not limited to: language, symbols or graphics in “uniform colors” or with symbolism and/or insignias which suggest illicit behavior, gang affiliation, harassment or abuse, is not allowed. If the staff and administration feel that clothing identifying groups of gangs cause disruptions at school or cause personal danger to the wearer, that person or persons directly responsible will not be allowed to wear said clothing.

Any clothing or accessories that may be considered a disruption or dangerous to the student or others will not be permitted.

Unnatural hair colors, hair extensions, or distracting haircuts will not be allowed (Mohawks, fohawks/fauxhawks, large spikes, shapes shaved into hair, etc.).

Makeup and tattoos are not allowed. Administration reserves the right to determine what is dangerous, disruptive, or distractive. Administration will determine what will be allowed.

**Hats will not be allowed to be worn inside buildings. They may only be worn outside, to include winter hats/beanies.**

### **EMERGENCY DRILLS**

By law, emergency evacuation drills must be conducted periodically. Drills are not to be taken lightly. Each drill should have as a primary assumption that there is an actual hazard. Students should move quickly and quietly through the assigned exit or the nearest exit. Fountains and restrooms are to be avoided. Students will exit with their teacher. The teacher will take roll and give any additional instructions needed. The teacher will take the students back to the classroom when the “all clear” signal is given.

## ENROLLMENT PROCEDURES

### NEW STUDENTS

New students will register online at [www.llschools.net](http://www.llschools.net). Following the online registration, parents/guardians must bring the following information to the school:

- Official Birth Certificate
- Current Immunization Records
- Proof of Residency

Hospital certificates or baptismal records will not be accepted as Birth Certificates. Official Birth Certificates can be obtained from the Bureau of Vital Statistics in the state where the child was born.

### RETURNING STUDENTS

Parents/Guardians of all returning students must complete the returning student online registration. A SNAPCODE is required for **returning** students and will be emailed to parents during the summer or can be obtained from the school secretary.

**PARENTS ARE REQUIRED TO NOTIFY THE OFFICE WHENEVER THERE ARE CHANGES IN EMERGENCY CARD INFORMATION (Phone, Address, etc).**

Proof of residency is required to determine enrollment in the correct school boundary area. Students living outside the school boundary area must apply for an **Out of District/Boundary Transfer** through the Principal. Transfer forms are available at school sites. Transfer students (Out of District/Boundary) will be registered only after the school office receives approval of the Transfer Request.

**IMMUNIZATION REQUIREMENTS**

- 1. Diphtheria
- 2. Tetanus
- 3. Measles
- 4. Pertussis
- 5. Poliomyelitis
- 6. Rubella
- 7. Chicken Pox

By law, immunization records must be on file indicating that students have been properly inoculated. Failure to submit immunization records is grounds to dis-enroll the student until proof of inoculation is submitted.

**STUDENT CHECKOUT (DURING THE DAY)**

**VALENCIA ELEMENTARY / LOS LUNAS FAMILY SCHOOL IS A CLOSED CAMPUS.** Students are not permitted to leave the school grounds during school hours by themselves or with any person other than the individuals shown on the Emergency Procedures Card unless prior arrangements with the office have been made. Parents **MUST** sign out their child in the office at which time the student will be called from class via intercom. **Students will not be allowed to be removed from the school bus once they have boarded the bus.**

**ONLY PERSONS INDICATED ON THE EMERGENCY PROCEDURES CARD MAY CHECK OUT A STUDENT! Anyone checking a student out will be required to show an ID.**

**FIELD TRIPS**

Field trips are designed to enrich students' learning. Students must have a written permission form signed by a parent or legal guardian on file prior to leaving on the trip. Failure to return a signed permission form prior to the trip will result in the student's inability to participate. Students are expected to follow all school rules during each field trip. Parent volunteers assisting with field trip activities are expected to model appropriate behavior and dress appropriately to promote positive learning experiences. Parent volunteers work under the direction of the teacher to supervise and facilitate learning activities. **Younger siblings or students not enrolled in our school are not permitted on field trips. Field trip privileges may be revoked from students who pose a threat to themselves or others or who are consistently disruptive at school. Parents are not allowed to ride the bus. Parents wishing to transport their children from the field trip must complete the appropriate form from the office.**

**FILMS/VIDEOS**

Multi-media resources such as CD, DVD and videos can explain or enhance a specific concept or objective being taught at Valencia Elementary / Los Lunas Family School. Other videos are

presented to our children to enhance, motivate, or clarify educational objectives. Only “G” and “PG” rated movies may be shown at Valencia Elementary and Los Lunas Family School. All videos shown must be approved by administration through the Valencia and Los Lunas Family School Video Proposal Form and placed on file in the principal’s office.

## HOMework

The intent of homework is to instill a sense of responsibility in the student and to help that student develop good study habits. The task serves to reinforce basic skills and to enrich the classroom curriculum. The classroom teacher will assign specific homework. Homework is not part of a student’s content grade; however, it does receive a rating for student responsibility. Parents are to assist their children in their efforts to complete all homework assignments.

## LOST AND FOUND

The school is **NOT** responsible for the loss of articles. All personal items should be labeled in order to facilitate the identification of the owner. All lost and found articles are placed in the Lost and Found area located in the main hallway.

## NON-EDUCATIONAL ITEMS

All items not pertaining to school must be left at home. This includes, but is not limited to: cell phones, toys, cameras, radios, iPods, tablets, baseball bats, baseballs, basketballs, footballs, trading cards, electronic games, make-up, hair spray, pagers, etc. We encourage your child to only bring homework, class work, and items or projects directly associated to academic learning. If students do bring such non-educational items to school, they will be confiscated and held in the office for one of the student’s parents to retrieve. **If the student brings the item to school a second time, the item will be confiscated and held in the office until the last day of school, at which time the student’s parent can pick up the item.** If such items are lost or stolen, the school assumes no responsibility.

## PARKING

Visitor parking is available in designated areas located in the parking lot in front of the school. Handicap parking is also provided. **NO CARS ARE ALLOWED IN THE BUS-LOADING AREA OR FIRE LANE.**

## POSITIVE BEHAVIOR SUPPORTS

Positive Behavior Intervention Support (PBIS) is a process for creating safer and more effective schools. It is a systems approach to enhancing the capacity of schools to educate all children by developing research-based, school-wide and classroom behavior support systems. The process focuses on improving a school’s ability to teach and support positive behavior for all students. Rather than a prescribed program, PBIS provides systems for schools to design, implement and evaluate effective, school-wide, classroom, non-classroom and student specific plans. PBIS includes school-wide procedures and processes intended for all students and all staff in all settings. PBIS is a team-based process for systemic problem solving, planning and evaluations. It is an approach to creating a safe and productive learning environment where teachers can teach and all students have the opportunity to learn. PBIS supports the concept that in order to be successful, schools must create settings and routines where expectations are understood,

attainable and positive for all involved. We, at Valencia Elementary and Los Lunas Family School, have set expectations for our students' behaviors in all areas of our school campus. These expectations will be taught and reinforced throughout the year using consistent language school wide. Emphasis will be on reinforcing positive behavior and providing students with the tools necessary to be productive citizens.

<b>School Wide Expectations</b>	<b>PRIDE in self, school &amp; community</b>	<b>Accountability</b>	<b>Willing Attitude</b>	<b>Safety</b>
<b>Classrooms: includes music, PE, library &amp; computer labs</b>	Be on time! Always do your best. Believe in yourself.	Follow classroom rules. Be prepared. Phones are off and in backpacks.	Come to school ready to LEARN. Be patient. Cooperate with all adults.	Keep hands, feet, and objects to yourself. Toys and games stay at home (this includes sports equipment). Must always have an adult in the room with you.
<b>Office</b>	State your purpose politely. Use inside voice. Use kind words (please, thank you, excuse me).	Be honest. Be considerate. Be ready to problem solve.	Wait your turn to speak. Be patient.	Keep hands, feet, and objects to yourself. Wait your turn.
<b>Cafeteria</b>	Use inside voices. When released to empty tray, check the floor and pick up any trash.	Remain seated until time to return to class. Clean area around you. All food and drink stay in the cafeteria.	Use appropriate language for school. Respect others' personal space. Use good manners.	Walk in a single file line when entering and leaving. Keep your hands, feet, and objects to yourself.
<b>Bathrooms</b>	Flush the toilet. Keep water in the sink. Keep the bathroom clean and graffiti free.	Enter and exit quietly. Return to room promptly. Report vandalism or problems to an adult.	Use the bathroom quickly and quietly. Follow all rules.	<b>WASH YOUR HANDS!</b> Keep hands, feet, and objects to yourself. Avoid groups.
<b>Bus Area</b>	Be prepared. Have all belongings ready and in-hand.	Know and follow the rules.	Offer assistance. Be patient and considerate in line and on the bus.	Walk in single file line with staff until told to get on the bus. Keep hands, feet, and objects to yourself.
<b>Playground</b>	Keep the area clean. Take care of the equipment.	Listen to staff. Play fair. Know and follow the rules.	Practice good sportsmanship. Use kind words. Invite others to play.	Obey equipment and game rules. Keep hands, feet, and objects to yourself. On recess days, wait for teacher to pick you up.
<b>Courtyard</b>	Keep area clean. Respect and protect all plants and landscaping.	Talk quietly. Transition quickly.	Speak kindly. Follow staff instructions.	Walking only. Keep hands, feet, and objects to yourself. Use amphitheater only with an adult.
<b>Foyer</b>	Keep it clean. Put backpacks along the wall. Respect items on bulletin boards.	Respect others' property. Use inside voices. Transition	Follow staff instructions. Offer assistance.	Walk only. Keep hands, feet, and objects to yourself.

School Wide Expectations	PRIDE in self, school & community	Accountability	Willing Attitude	Safety
		quickly. Obey enter and exit signs.		
<b>Pods</b>	Keep it clean. Respect items on bulletin boards. Put backpacks along the wall.	Use whisper voices. Transition quickly.	Offer assistance. Be courteous and friendly.	Wait outside until escorted by teacher. Keep hands, feet, and objects to yourself.
<b>Parent Pick Up</b>	Keep area clean. Be prepared. Have all belongings ready and in hand.	Know the correct procedures. Use quiet voices. Watch for your vehicle.	Follow staff directions. When told, quickly get to your vehicle.	Stay in a single file line with staff. Stay on the sidewalk. Keep hands, feet, and objects to yourself.

**PROMOTING POSITIVE PARTNERSHIPS**

Every parent/guardian will receive information on how to access the Student Handbook which will be online via the Los Lunas School web page. Our Handbook is an addition to the District Los Lunas Schools Student Behavior Handbook.

The school newsletter, Power Announcement System, classroom newsletters, and other notices will be sent home to inform parents of school and classroom activities. Please set aside time to read this information with, or to, your child.

Classroom teachers use a variety of ways to keep parents informed of individual student progress. Phone calls, notes, student agendas, Bloomz, Class Dojo, Remind, or personal conferences between teacher and parent help keep the lines of communication open. The first link in the communication network should be between the parent and the child’s teacher. Parents who have questions, concerns or suggestions about their child or the instructional program are asked to contact the teacher by sending a note to school or calling the office (865-3017) to arrange a conference.

**PARENT/STUDENT COMPLAINTS AND GRIEVANCES**

The primary purpose of the Parent/Student Complaints and Grievances School Board Policy is to provide for the prompt and equitable resolution of parent/student complaints as close to the source of the complaint as possible. Therefore, parents/students should address the issue or complaint at the level where the issue arose (i.e., the teacher, coach). (Note: For grievances involving athletics, refer to board policy).

If the complaint is not resolved, only then should the complaint proceed to the assistant principal, the principal, the assistant superintendent, the superintendent and as a final arbiter, the Board of Education.

**The following timeline shall be followed:**

1. The aggrieved parent or student shall have a right to be heard orally by the instructor who shall render a decision within three (3) school days.
2. If the parent or student is not satisfied, the grievance shall be presented in writing within three (3) school days to the principal or designee who shall render a decision in writing within three (3) school days.

3. If the parent or student is still not satisfied, he/she shall within three (3) school days appeal to the assistant superintendent or superintendent. The grievance will be heard within three (3) school days and a response rendered within ten (10) school days.
  - a. The person seeking reconsideration must explain in the written grievance why he or she believes the factual information in the investigative findings was incomplete, the analysis of the facts was incorrect, and/or the appropriate legal standard was not applied and how this would have changed the instructor's or administrator's determination of the matter. Failure to do so may result in the immediate closure of the request for reconsideration.
  - b. The Grievance will be heard within three (3) school days and the instructor or administrator hearing the grievance shall conduct an informal reconsideration hearing with the alleged victim(s) and their parents/guardians and the assigned investigator, if any. The person seeking reconsideration shall specify the grounds for reconsideration limited to those contained in the written grievance. The instructor or administrator or investigator shall provide rebuttal information as deemed to be relevant. However, the information presented in the hearing shall be in compliance with the confidentiality provisions of state and federal law pertaining to the confidentiality of student and employee information and records, including but not limited to, the Individuals with Disabilities Education Act ("IDEA"), 20 U.S.C. § 1417(c); 34 C.F.R. § 300.560; Family Educational Rights and Privacy Act ("FERPA") (20 U.S.C. § 1232g; 34 CFR Part 99) and the Inspection of Public Records Act ("IPRA"), N.M. Stat. Ann. § 14-2-1 et. seq. (2005), as amended and re-codified in the future.
  - c. No record will be made of the proceeding and the instructor or administrator conducting the hearing may require the attendance of other School District employees at the reconsideration hearing as he or she deems appropriate for the resolution of the request. The person seeking reconsideration, however, shall have no right of legal representation at the hearing and shall not be allowed to have any other third parties in attendance. The person seeking reconsideration shall not be allowed or permitted to make a recording of the hearing. The School District shall provide for an appropriate interpreter, as necessary, to facilitate sufficient communication between the parties at the hearing, and the interpreter shall be allowed to attend the entire hearing, subject to the procedural requirements with regard to the confidentiality of the alleged victim's student information and records under the IDEA and FERPA, as applicable.
  - d. A written response to the grievance will be rendered within ten (10) school days.
  - e. The Superintendent may extend the time for conducting the reconsideration hearing as the Superintendent deems appropriate not to exceed five school days. The Superintendent may also extend the time for the written response as the Superintendent deems appropriate not to exceed five school days.
4. The Superintendent of Schools shall be the final appeal authority on any such request for reconsideration under this Policy.
5. If determination of a grievance depends on the interpretation of a Board Policy or a provision or term used in a Board Policy, in that the parent or student is not satisfied with the Superintendent's interpretation of the Board Policy, the Superintendent has to bring the matter of the interpretation to the Board of Education within ten (10) school days. The Board shall hear the grievance only as to the disputed interpretation of its policy within thirty (30) days and render a decision within one (1) calendar month.

# REPORT CARDS

## WHAT ARE STANDARDS?

- \*Standards are the grade level skills students should know and be able to do.
- \*Standards define achievement very specifically.
- \*Standards describe what is to be taught from grade to grade.

**Standards-based reform** is an effort to increase student achievement by setting high academic standards and then changing the way schools and classrooms work so all students can achieve high standards. States and districts are using standards to make clear what students should learn and what teachers should teach.

**Performance standards** describe how well a student is doing in relation to mastery or proficiency of a particular standard.

**Performance assessment** is a general term for any kind of testing activity in which students answer questions, create special reports or projects, develop a portfolio or perform demonstrations to make known their knowledge and skills.

## GRADING PRACTICES

The staff of Valencia Elementary sets high expectations for students. Standards Based Grades will be determined by student performances as measured by the district competencies, established for each grade level across the curriculum. Assessment is based on daily work, independent work skills, group work skills, pre and post tests, and discussion through whole and cooperative learning groups. Student responsibilities for learning and behavior are determined by participation, collaborative relationships, homework, and organizational skills.

### Standards-based Report Card Ratings/Performance Levels

- 5 – Distinguished: consistently exceeds grade level standards independently.
- 4 – Strong Command: consistently meets grade level standards independently.
- 3 – Moderate Command: demonstrates a moderate command of grade level standards with limited assistance.
- 2 – Partial Command: demonstrates partial command of grade level standards. The student is making progress, but requires frequent assistance.
- 1 – Minimal Command: is not progressing toward grade level standards even with frequent assistance.

### What Do the Performance Levels Mean?

It is important to remember that all grade level learning standards are end-of-year expectations. It is appropriate for the student to perform at a “2” when first learning a concept. The goal is for the student to perform at a “4” by the end of the year.

The ratings on the report card should be understood as a “work in progress” which is not the traditional grading system as that of the old letter grading. To understand the ratings they must not be compared.



## **Report Card Competency / Performance Levels**

Report card competencies show what students should know and be able to do. They are specific to content (subject) and grade level. Most importantly, they are what teachers are responsible for teaching and what students are responsible for learning. Report Card Competencies will always be referred to when assessing a student and will be discussed during Parent-Teacher Conferences to explain the student's learning.

## **SEARCH AND SEIZURE**

In accordance with New Mexico State Board of Education policy, school property assigned to a student, and a student's person or property while under the authority of the public schools are subject to search, and items found are subject to seizure. The search may be conducted by an administrator, teacher, school bus driver, or other authorized school personnel.

The search may be conducted when there is reasonable suspicion that a crime or other breach of disciplinary rule is occurring, or has occurred.

The search may also occur when there is reasonable cause to believe that a search is necessary to help maintain school discipline.

Searches of school property may be conducted with or without students present. When the student is not present, another authorized person shall serve as a witness whenever possible. Personal property and school property is subject to the same rule. Illegal items and items which are used to disrupt or interfere with the educational process may be seized by authorized persons (SBE Reg. No. 81-3).

## **SELLING**

Students may **NOT** sell any items at school that are not directly related to fundraiser sales for Valencia Elementary and Los Lunas Family School.

## **SEXUALITY EDUCATION POLICY**

In accordance with school board policy, in grades PreK-6 the emphasis shall be on teaching, nonspecific refusal skills, family life skills, body awareness, and enhancement of self-respect (nonspecific refers to generalized teaching in these areas without specific emphasis on sexuality).

## **SCHOOL DISCIPLINE**

The Los Lunas Schools Discipline Handbook establishes expectations for all students. The handbook is accessible on the LLPS Safety & Security website. All revisions, corrections, or additions will be posted regularly on the website. The website document will be considered current and takes precedent over any and all previously printed handbook editions. It is the reader's responsibility to refer to the document on the website for updates and new information. All schools follow the approved guidelines for discipline outlined in the Los Lunas School District Discipline Handbook.

Students who choose to disregard a school or classroom rule must be prepared to accept the consequences for their actions. Consequences include, but are not limited to:

- A verbal warning and an opportunity to correct the action;
- Conflict mediation/referral to counselor;
- The loss of privileges such as participation in school assemblies or field trips;
- Assigned work around the school grounds;

- The loss of one or more recesses;
- Removal from the group or activity (Time Out or In School Suspension); and
- Removal from the school setting (Out of School Suspension).

### HOT SLIPS

If a student receives a verbal warning for disregarding a school rule and does not immediately correct the action, the staff member on duty may issue the student a "Hot Slip". The "Hot Slip" describing the student's action will be given to the student's teacher. The teacher will then apply consequences as described in the Classroom Management Plan, as well as inform parents. **Any student who receives three (3) "Hot Slips" for the same behavior, will receive the consequence of being sent to the principal's office.** Teachers will send a copy of documented prior infractions and interventions with the student.

### SEVERE CLAUSE/DISCIPLINE REFERRALS

When a student's behavior endangers the safety of others or significantly interferes with the instructional process, the student will be immediately removed from the setting and referred to the Assistant Principal or the Principal. The principals, or designee, will notify the parents and schedule a conference to discuss the incident. The student will be assigned out of school suspension until the conference is held. The outcome of the conference will determine action to be taken to correct the situation.

## STUDENT ASSESSMENT

In conjunction with State of New Mexico mandates, the Los Lunas School District administers several testing assessments. These tests help determine student progress, and enable us to make comparisons on the national and state levels. These test scores are used to plan curriculum and teaching strategies. Various other assessments are conducted throughout the school year to assess student progress.

## STUDENT EXPECTATIONS - Cafeteria

During breakfast or lunch every student is expected to demonstrate courteous and responsible behavior. Each student is expected to:

- Enter the cafeteria and stand in line quietly;
- Eat food properly using utensils in an appropriate manner;
- Use a quiet voice for conversation at the table;
- Respect the instructions of the staff members on duty; and
- Eat your food in the cafeteria.

## STUDENT EXPECTATIONS - Classroom

The staff of Valencia Elementary and Los Lunas Family School makes a consistent effort to provide a positive learning environment for all students. Each classroom teacher develops classroom rules that set expectations for student behavior in the classroom. It is the intent of the administration to support individual classroom management plans. Teachers will send home specific classroom management plans during the first week of school.

## **STUDENT EXPECTATIONS - Playground**

The **Playground Code of Conduct** must be followed at all times. Our actions are guided by key questions: Is it safe? Is it courteous? Is it my best?

- STUDENTS ARE TO PLAY ON THE PLAYGROUND OR FIELD. STUDENTS ARE NOT ALLOWED TO PLAY NEAR CLASSROOMS, BEHIND CLASSROOMS, OR IN THE CENTRAL PATIO.
- STUDENTS ARE NOT TO THROW ROCKS, SAND OR SNOWBALLS AT ANY TIME.

### **SLIDE**

- Use the stairs to get to the top of the slide.
- Take turns. Only one person on the slide at a time.
- Sit down to slide with your legs out in front of you.

### **SWINGS**

- Swing back and forth only.
- Take turns. One person on a swing at a time.
- Make sure the area is clear before you begin to swing.
- No jumping off of the swings.

### **JUNGLE GYM AND CHINNING BARS**

- Bars are for climbing. Do not jump from the bars. No cherry drops.
- Tag is not allowed on the jungle gym or bars.

## **STUDENT INSURANCE**

Officials of the school have made arrangements for you to purchase insurance at a nominal cost. Additional information about the student accident insurance packets will be available in the office at the beginning of the school year.

## **STUDENT SUPPORT SERVICES**

### **COUNSELING**

Counseling services are available to all students. Parents may request counseling services for their child by contacting their child's teacher or the counselor. To set up an appointment with the counselor, please call the Valencia Elementary and Los Lunas Family School office at 865-3017.

### **HEALTH SERVICES**

Immunization requirements are listed under Enrollment Procedures. A licensed/certified school nurse directs the health services program and will administer medications to children at school **ONLY WITH WRITTEN AUTHORIZATION BY THE CHILD'S DOCTOR AND BY THE PARENT/GUARDIAN AND ONLY IF THE ORIGINAL PHARMACY LABEL IS ON THE MEDICATION CONTAINER.** If written authorization is not provided, the parent/guardian may come to school to give the medication to their child. All medication, which is brought to school,

must be taken to the nurse's office. THE MEDICATION POLICY INCLUDES BOTH PRESCRIPTION DRUGS AND OVER THE COUNTER MEDICATIONS.

If your child has any existing medical condition, please notify the Nurse, Administrative office, and your child's teacher, in writing, to make sure the condition is noted on your child's medical records and emergency card.

In case a potentially serious injury or illness occurs at school the nursing staff or office staff will:

1. Attempt to contact the parent/guardian both at home and/or at work and explain the nature of the injury or illness and determine the actions the parent/guardian wishes for the school to take.
2. If the school personnel is unable to reach the parent/guardian, they will call the person(s) listed as the EMERGENCY CONTACT and/or the family physician on the student's registration form.
3. If school personnel are unable to reach either the parents or emergency contact, a rescue unit will be called and the student may be transported to the Los Lunas Family Medical Center or to the medical unit listed on the registration form.
4. **If the injury or illness appears "life threatening," the school personnel will move to step 3 immediately and then attempt to contact parents.**

### LIBRARY SERVICES

Library services are available to all students in the district. Students visit the library on a scheduled basis. Notices of overdue, lost or damaged books are sent home on a regular basis.

### MUSIC EDUCATION

The music program is focused on providing a sound foundation in singing and instrumental skills. Beginning in kindergarten, children are actively engaged in singing, moving to music and playing simple instruments. In addition to fun engaging musical activities, first graders learn to read music notation expanding this skill through sixth grade. Tonal instruments such as xylophones and nontonal instruments such as drums are used throughout the elementary experience that teach children about beat, rhythm, musical accompaniment and ensemble playing. Recorders are introduced beginning in fourth grade which become an integral part of teaching children the fundamentals of playing a wind instrument and reading musical notation. Literacy is incorporated through the use of the books as children create musical sounds and compositions making stories a musical experience. Most importantly, the music program is designed to give children an experience of selfaccomplishment and a love of music.

### PHYSICAL EDUCATION

Students are provided with a range of activities to promote fitness and good health through our Physical Education Program. Our Physical Education Instructor designs a well-rounded program based on the developmental needs of our students. The program provides opportunities for students to develop responsibility through cooperative play. Our students also participate in physical fitness assessments during the school year.

### SOCIAL WORK SERVICES

Social work services are available to students in special education as designated by their IEP. Parents may request social work services for their child by contacting their child's teacher or the social worker. To schedule an appointment with the social worker, please call the Valencia Elementary and Los Lunas Family School office at 865-3017.

### SPECIAL EDUCATION SERVICES

Los Lunas Schools provide a full range of Special Education programs to students who meet eligibility requirements. Students may qualify for Special Education placement only after an appropriate referral and diagnostic evaluation is completed. Referrals are made only after wide ranges of alternative strategies have been used to assist a child in the regular classroom. Parents are notified of any referral and must give permission for testing. An Individual Education Plan meeting is held with parents and staff to determine the most appropriate educational program placement for the child. Parents are notified of eligibility and must give permission for any special education program placement.

### STUDENT ASSISTANCE TEAM

The Student Assistance Team (SAT), which includes school staff, parents and the student (when appropriate), is a team that uses a positive, problem-solving intervention process. The purpose of the SAT is to create a learning environment that contributes to the achievement, well-being, and success of students, parents, and school staff members. This is a general education process that uses a systematic, positive, problem-solving approach to clarify problems and concerns, develop strategies, mobilize and coordinate resources, provide for a system of accountability with measurable outcomes, and lead to success for all students. SAT assists students by ensuring that the school and community are doing everything possible to help students succeed. Students are most successful when there is a strong spirit of cooperation between home, school, and community. Based on this shared responsibility, the SAT meets to explore possibilities and strategies that will best meet the educational needs of students, and that supports teachers and parents. The SAT includes the most important people in the student's life; parents or caregivers, teachers, counselors, specialists, wellness staff, school administrators or designees, and any other school or community members who can provide support. SAT intervention plans require participants to look at the student in a holistic manner. Each element in the SAT process provides essential information that assists the team in developing a successful intervention plan based upon student strengths.

### TECHNOLOGY

Valencia Elementary and Los Lunas Family School is equipped with two computer labs. Weekly classes are scheduled for each classroom. Each classroom is equipped with a mini-computer lab and daily access to iPads. The classroom lab and iPad carts support learning in a digital-age environment. Staff receives training monthly to sustain up-to-date knowledge with new software and hardware that enhances and enriches student learning.

### TELEPHONE USAGE

The telephone in the office is a busy one and students will **NOT** be allowed to use it except in emergencies. Parents/guardians are encouraged to refrain from using the phone to relay messages

except in emergency instances. The office will make reasonable attempts to deliver messages to students.

## TEXTBOOKS

Textbooks and library books are furnished at public expense to each student. The students are responsible for the proper care and return of the books. A fine will be charged for the loss, destruction, or misuse of the textbooks or library books issued to students. If a student withdraws from school, he/she must check in the books that were issued to them, before the withdrawal process can be finalized.

## TRANSPORTATION

The Los Lunas School District provides transportation to students who qualify for transportation under N.M. State Law. Transportation is a privilege. Anytime students ride a school bus, they must obey state and local regulations, which govern transportation. Students residing in designated hazardous walking areas will receive transportation. All other students are required to walk or be transported by parent/guardians. Parents are asked to assist with implementation and enforcement of rules to ensure school bus rider safety. Questions regarding student transportation should be directed to the Supervisor of Transportation (866-2147).

## VISITORS/VOLUNTEERS

Parents and community members are welcome at school. Visitors and volunteers are required to register in the office upon arriving at school. Brothers/sisters or other children are not permitted to visit school, unless an adult accompanies them. Visitors are welcome to observe and/or help in the school and in the classrooms. Visitors will be given a name tag when they sign in for their visit. The following guidelines have been developed to provide an open and safe environment, which minimizes disruption to the instructional process:

1. All visitors/volunteers must sign in and checkout at the office.
2. Visitors must present photo ID.
3. Classroom visitors/volunteers are asked to arrange their visit in advance with the classroom teacher. This can be done in writing or by phone (865-3017).
4. We encourage parents with younger children to make arrangements for childcare when volunteering in classrooms. "Non school-age" children are not permitted on field trips or when volunteering in classrooms.

## WITHDRAWAL PROCEDURES

### WITHDRAWAL FROM SCHOOL/TRANSFERS

**\*\*\*\*\* Please allow 24 hours for withdrawals to be processed \*\*\*\*\***

Parents are encouraged to notify the office 24 hours prior to withdrawal.

A student who is withdrawing or transferring from the Los Lunas Schools should follow this procedure:

1. Students under the age of 18 will not be allowed to check out of school without a parent/guardian.
2. Pick up a withdrawal form from the office.
3. Have teacher, librarian, nurse and principal sign the form.

4. Check all books in to the teachers.
5. Pay all fines. New Mexico law provides that records may not be released unless all student fines and fees are paid.

#### TRANSCRIPTS

Transcripts will be released to the proper authority upon receipt of a **Release of Records Form** from the new school. The new school will have you sign this form when you register your student.