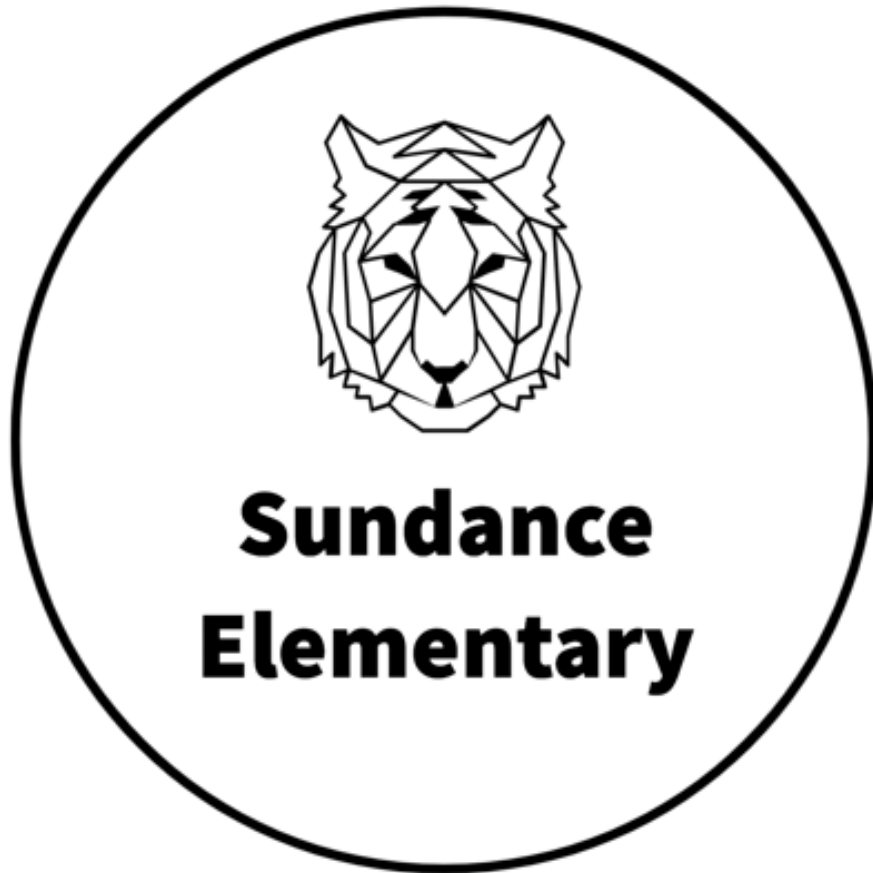


# **Student Handbook**

## **2022-2023**



### **Los Lunas Schools**

# **Sundance Elementary**

P.O. Drawer 1300  
Los Lunas, NM 87031  
Phone: 505-866-0185  
Fax: 505-866-0302

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## **LOS LUNAS SCHOOLS**

Dr. Arsenio Romero – Superintendent

### **School Board**

Tina Garcia, President  
P. David Vickers, Vice President  
Bruce Bennett, Secretary  
Bryan C. Smith, Member  
Eloy G. Jiron, Member

### **SUNDANCE ELEMENTARY**

School Office Hours: 8:00 AM to 4:00 PM  
Phone: 505-866-0185 Fax: 505-866-0302

**Venessa Tregembo – Principal**  
**Edward Ramirez – Assistant Principal**

## **Welcome**

Welcome to Sundance Elementary School! The staff at Sundance are proud to partner with you in the education of your child. Educational success for students cannot be complete without an effective partnership with parents. You are the most essential part of your children's education and it is important we build a relationship in order to best serve your children's educational and socio-emotional needs. We strongly encourage you to have strong two-way communication with your children's teachers, participate in our Parent-Teacher Conference Days, PTO meetings, and other school activities.

Within this handbook, you will find two important sources of information: (1) Student-Parent Handbook with policies and procedures established for the safety and high levels of learning of our students and staff and successful operation of the school, and (2) our daily schedule. Please read this information carefully and keep it for future reference.

This handbook is intended to serve as a guide to our families and students so that they may come to know Sundance Elementary's programs and opportunities as well as to set forth basic expectations and agreements. Please take the time to familiarize yourself with the contents. We are hopeful that the handbook will answer many questions you may have about academics, safety, discipline, school rules, and other topics.\* Please understand that no set of rules or guidelines can cover every conceivable situation that might arise at a school. The rules, policies and procedures set forth in this handbook are intended to apply under normal circumstances. However, from time to time, there may be situations that require immediate or nonstandard responses. This handbook does not limit the authority of Sundance Elementary to deviate from the normal rules and procedures set forth in this handbook, and to deal with individual circumstances as they arise in the manner deemed most appropriate by the school taking into consideration the best interests of the students, staff, Sundance Elementary, or overall school community. The policies may also be revised or updated periodically, even during the school year. You will be advised of any changes as they are made either electronically (email) or by mail. Any student or parent with a question about any handbook policy or statement should feel free to speak with the Principal or Assistant Principal.

*\*Sundance Elementary adheres to all CDC, Department of Health, and Los Lunas Schools current COVID-safety protocols.*

Our school vision and mission guide our path to school improvement through goals set in our 90-day plan. Copies of this plan are available for checkout through our office. The staff of Sundance is dedicated to creating a safe, positive, and collaborative learning environment in our school. We work collaboratively within grade level teams and across our school as a Professional Learning Community (PLC) to meet the individual needs of every student. We are nationally recognized as a Model PLC School! This honor is based on our commitment to learning for all students, our collaborative culture, and our focus on results.

We are confident that your school year ahead will be exciting and filled with many new opportunities. We hope it will be your most successful year ever.

Los Lunas Schools does not discriminate on the basis of race, color, national origin, sex, age, or disability in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Brian Baca, Drawer 1300, Los Lunas, NM 87031, 505-865-9636.

**Vision Statement:**

*We are risk takers striving toward 100% of ALL students being proficient or higher in all areas!*

**Mission Statement:**

*We are independent thinkers! We are engaging in excellence! We are on an academic journey!*

# SUNDANCE ELEMENTARY

## 2022-2023 SCHOOL SUPPLY LIST

Please label supplies and mark backpacks with your child's first and last name.

### **PreK Supply List 2022-2023**

- 1 backpack
- 1 school supply box
- 1 pair over-ear headphones (NOT earbuds)
- 12 pencils (yellow, #2, not mechanical)
- 2 large pink erasers
- 1 box of crayons (24 count)
- 1 box of classic color markers
- 4 thin, black dry erase markers
- 1 pair student scissors (blunt tip)
- 4 glue sticks
- 1 white school glue
- 1 three-ring binder 1½" with clear cover and inside pockets
- 2 boxes facial tissue
- 2 containers Clorox/disinfectant wipes

### **Kindergarten Supply List 2022-2023**

- 1 backpack
- 1 school supply box
- 1 pair over-ear headphones (NOT earbuds)
- 12 pencils (yellow, #2, not mechanical)
- 2 large pink erasers
- 1 small pencil sharpener with case
- 1 box of crayons (24 count)
- 1 box of classic color markers
- 4 thin, black dry erase markers
- 1 sock or piece of cloth for dry erase eraser
- 1 pair student scissors (blunt tip)
- 4 glue sticks
- 1 white school glue
- 1 three-ring binder 1½" with clear cover and inside pockets
- 1 box Ziploc baggies (quart size- girls/snack size- boys)
- 2 boxes facial tissue
- 2 containers Clorox/disinfectant wipes

### **1st Grade Supply List 2022-2023**

- 1 backpack
- 1 school supply box
- 1 pair over-ear headphones (NOT earbuds)
- 24 pencils (yellow, #2, not mechanical)
- 2 large pink eraser
- 1 small pencil sharpener with case
- 1 box of crayons (24 count)

- 1 box of classic color markers
- 2 highlighters
- 4 thin, black dry erase markers
- 1 pair student scissors (pointed tip)
- 4 glue sticks
- 1 white school glue
- 1 pack loose-leaf notebook paper (wide-ruled) 150 sheets
- 2 composition notebooks (wide-ruled)
- 3 two-pocket folders with prongs
- 1 three-ring binder 1½" with clear cover and inside pockets
- 1 box Ziploc bags (sandwich size- girls/gallon size- boys)
- 2 boxes facial tissue
- 2 containers Clorox/disinfectant wipes

### **2<sup>nd</sup> Grade Supply List 2022-2023**

- 1 backpack
- 1 school supply box
- 1 pair over-ear headphones (NOT earbuds)
- 24 pencils (yellow, #2, not mechanical)
- 2 large pink erasers
- 1 small pencil sharpener with case
- 1 box of crayons (24 count)
- 1 box of classic color markers
- 2 highlighters
- 4 thin, black dry erase markers
- 1 pair student scissors (pointed tip)
- 4 glue sticks
- 1 white school glue
- 1 pack loose-leaf notebook paper (wide-ruled) 150 sheets
- 2 composition notebooks (wide-ruled)
- 4 two-pocket plastic folders
- 1 three-ring binder 1½" with clear cover and inside pockets
- 1 box Ziploc bags (sandwich size- girls/quart size- boys)
- 2 boxes facial tissue
- 2 containers Clorox/disinfectant wipes

### **3<sup>rd</sup> Grade Supply List 2022-2023**

- 1 backpack
- 1 set earbuds
- 24 pencils (yellow, #2, not mechanical)
- 2 large pink erasers OR pack of pencil top erasers
- 1 small pencil sharpener with case
- 1 box of crayons (24 count) OR 1 box colored pencils
- 1 box of classic color markers
- 2 highlighters
- 4 thin, black dry erase markers
- 1 pair student scissors (pointed tip)
- 4 glue sticks
- 1 white school glue

- 1 pack loose-leaf notebook paper (wide-ruled) 150 sheets
- 2 composition notebooks (wide-ruled)
- 2 two-pocket plastic folders
- 1 three-ring binder 1½" with clear cover and inside pockets
- 2 boxes facial tissue
- 2 containers Clorox/disinfectant wipes

#### **4<sup>th</sup> Grade Supply List 2022-2023**

- 1 backpack
- 1 set earbuds
- 24 pencils (yellow, #2, not mechanical)
- 2 large pink erasers OR pack of pencil top erasers
- 1 small pencil sharpener with case
- 1 box of crayons (24 count) OR 1 box colored pencils
- 1 box of classic color markers
- 2 highlighters
- 4 thin, black dry erase markers
- 1 pair student scissors (pointed tip)
- 2 glue sticks
- 1 pack loose-leaf notebook paper (wide-ruled) 150 sheets
- 2 two-pocket folder with holes for binder
- 1 three-ring binder 1½" with clear cover and inside pockets
- 1 protractor
- 2 boxes facial tissue
- 2 containers Clorox/disinfectant wipes

#### **5<sup>th</sup> Grade Supply List 2022-2023**

- 1 backpack
- 1 set earbuds
- 24 pencils (yellow, #2, not mechanical)
- 2 large pink erasers OR pack of pencil top erasers
- 1 small pencil sharpener with case
- 1 box of crayons (24 count) OR 1 box colored pencils
- 1 box of classic color markers
- 2 highlighters
- 4 thin, black dry erase markers
- 1 pair adult scissors (pointed tip)
- 2 glue sticks
- 1 pack loose-leaf notebook paper (wide-ruled) 150 sheets
- 1 pack loose-leaf graph paper
- 2 composition notebooks (wide-ruled)
- 2 two-pocket plastic folders
- 1 three-ring binder 1½" with clear cover and inside pockets
- 2 boxes facial tissue
- 2 containers Clorox/disinfectant wipes

#### **6<sup>th</sup> Grade Supply List 2022-2023**

- 1 backpack
- 1 set earbuds



- 24 pencils (yellow, #2, not mechanical)
- 2 large pink erasers OR pack of pencil top erasers
- 1 small pencil sharpener with case
- 1 box of crayons (24 count) OR 1 box colored pencils
- 1 pack highlighters, assorted colors
- 4 thin dry erase markers
- 1 pair adult scissors (pointed tip)
- 2 glue sticks
- 1 pack loose-leaf notebook paper (college-ruled) 150 sheets
- 1 3-hole spiral notebook (college-ruled)
- 1 two-pocket plastic folder
- 1 three-ring binder 2" with clear cover and inside pockets
- 2 boxes facial tissue
- 2 containers Clorox/disinfectant wipes

**Daily Schedule**

Grades PreK through 6<sup>th</sup>. Hours of school are 9:00 AM to 3:30 PM. Breakfast program and supervision begins at 9:00 AM. No student is allowed on campus before 9:00 AM. Start of the school day is 9:10 AM. Students considered tardy at 9:15 AM and require a guardian to sign them in at the front office.

**Arrival**

- 9:00 Students arrive
- 9:10 Class bell
- 9:15 Tardy bell

**Two-Hour Delay**

- 11:00 Students arrive
- 11:10 Class bell
- 11:15 Tardy bell

**Dismissal**

- 3:20 PreK
- 3:20 Kindergarten
- 3:25 1<sup>st</sup> Grade
- 3:25 2<sup>nd</sup> Grade
- 3:30 3<sup>rd</sup>-6<sup>th</sup> Grade

**Early Release Dismissal**

- 12:50 PreK
- 12:50 Kindergarten
- 12:55 1<sup>st</sup> Grade
- 12:55 2<sup>nd</sup> Grade
- 1:00 3<sup>rd</sup>-6<sup>th</sup> Grade

**Note:** When students are on a two-hour delay, they can follow Friday dress down dress code.

**Daily Core Skills Support**

Every grade-level team provides daily core skills support from **9:15-9:45 AM**. Our master schedule has been created so there are no meetings or special events scheduled during this protected time so that intervention and extension can take place daily without exception. During this time students may receive a reteach of a target skill, look deeper at a skill with more practice, or may need extension of a skill. These decisions are made by the grade-level collaborative team and are based on student performance during core instruction, through informal assessments such as exit slips and classroom conversations, and also through student performance on Pre- and Post-Common Formative Assessments (CFAs). This time is essential to your child's success on grade level essential standards in both English Language Arts and Mathematics. Students may work with their own teacher, another grade-level teacher, and/or support staff member depending on the targeted essential standard.

**Sharing Responsibility for Student Success**

**Parent-Teacher Organization (PTO)**

The Sundance PTO encourages parent involvement in all aspects of the educational programs in our school. In a combined effort to focus on quality programs for our students, general PTO meetings are

planned throughout the year. All PTO meetings are open to the public. PTO meetings are marked on our Family Calendar and published in our TIGER TRACKS Newsletter. PTO projects include: Teacher Appreciation Projects, READING IS FUNDAMENTAL (RIF), Open House, Pictures, Book Fairs, Field Trips, Teacher Grants, Parent Volunteer Program and other fund raising projects.

### ***Parent/Student Grievance Procedure***

The primary purpose of this 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. 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.
4. If the parent or student is not satisfied he/she shall appeal to the Board of Education within three (3) school days. The Board shall hear the grievance within thirty (30) days and render a decision within one (1) calendar month.

## **Important Information**

### ***Emergency Cards***

All students attending the Los Lunas Schools are required to have an emergency card on file in the school office. The information on the card is used to verify guardianship when a person is checking out a student during the school day. Only those individuals listed on your child's emergency card have access to your child. No one may check a student out, call them out of class, or have information given to them unless that individual's name is on the student's emergency card. It is also used to notify parent(s) and/or guardian(s) in case of student's illness or injury. Any legal documents pertaining to custody, guardianship or name change must be on file in the office. It is important for parents/guardians to keep the office informed of current phone numbers or other information changes to the emergency card. Please list at least three current phone numbers.

### ***Immunization Requirements***

To attend public school in New Mexico, students are required to have the following immunizations at the times and dosages required by the Department of Health. State Law requires that children be immunized for Measles (MMR, DTAP and Varicella) at the age of 15 months and receive a second dose of MMR between the ages of 4-6. By law, immunization records must be on file indicating that students have been properly inoculated. Failure to submit current immunization records for the student's file are grounds for **disenrollment** of the student until proof of inoculation is submitted.

**6<sup>th</sup> Grade only:** Students entering the 7th grade are required to have a Tdap immunization. Proof of immunization is required for registration. The school nurse will accept proof of this immunization any time during the 6th grade year in order to ease the middle school registration process.

### ***Medication at School***

No medication of any kind (including Tylenol, Aspirin, cough drops, and over the counter drugs) can be administered at school without a written order from a doctor and signed permission by the parent. All medications must be in the properly labeled container. Forms are available from our School Nurse. A parent may come to school to administer medication to their child.

### ***Pupil Check-out***

Students will not be permitted to leave the school grounds during school hours with any adult other than their parent and/or guardian or adult listed on the emergency card. Parents must report to the office to check out their child, at which time the child will be called out of the classroom to the office. To safeguard our students, a picture ID is required from anyone picking up students during the school day.

### ***Student Arrival and Dismissal Times***

Student supervision begins at 9:00 AM daily. Students are not to arrive on school grounds before 9:00 AM. Students arriving prior to this time are unsupervised and may have an accident without staff on duty. Students who are enrolled in our Project Keys Before and After School program are to be accompanied by an adult and report to the cafeteria according to Project Keys guidelines.

### ***The School Day ends at 3:30 PM***

Every minute of instructional time counts in our classrooms. Parents are asked to avoid checking students out of school before dismissal time. Students riding buses are to board buses immediately following the dismissal bell. Students who walk are to leave the grounds at dismissal using the safe-walk route to go home. Parents transporting students are expected to pick up their child promptly at dismissal time. School personnel are not responsible for "child care" after school hours. Local authorities will be contacted when parents do not pick up students within one (1) hour of dismissal time.

## **Procedures for Visitors to School**

1. Visitors to the classroom must be 18 years or older. Visit must be authorized by the teacher and principal.
2. Upon arrival on a school campus, any individual, including a student from another school, must report to the office, sign in, and state the reason for their visit. Visitors must provide a valid photo ID and be listed as an authorized contact on the student's emergency contact list. Once the photo ID and contact information has been verified, the visitor will be issued a Visitor's Badge.
3. The Visitor Badge must be worn above the waist and remain visible at all times.
4. Visitors must comply with all school rules while on campus.
5. Under no circumstances are visitors to approach any child, other than their own, to discuss anything other than a greeting.
6. An individual failing to comply with any of these procedures and/or causing a disruption of the educational process may be barred or removed from the campus at the principal's discretion. The individual also may be charged with criminal trespass.

7. Prior to the visitor leaving the school site, they must sign out and return the Visitor Badge.

### **Volunteers**

Parents, guardians and community members are encouraged to become volunteers at our school. We ask volunteers to follow the guidelines outlined in the “Visitors” section of this handbook.

**Please Note:** To limit distractions from the educational process and avoid possible liability, non-enrolled children are not permitted in the classroom.

Our students benefit in many ways from volunteer activities. Volunteers make a difference in our school! Volunteer activities may include:

- ✓ Working with students in the classroom
  - ✓ Reading to children
  - ✓ Shelving or repairing library books
  - ✓ Helping with computer activities
  - ✓ Sharing a craft or skill with students
- ✓ Joining classrooms as a guest speaker
- ✓ Helping with class field trips or socials
  - ✓ Helping with PTO fundraisers
- ✓ Preparing instructional materials (at home or school)

If you would like to become a school volunteer, please contact your child’s teacher or our school office at 505-866-0185. Volunteers must sign and submit an agreement in which the volunteer acknowledges and agrees that the following obligations or restrictions will apply to volunteer as a result of the District’s acceptance of volunteer’s offer to provide volunteer services to the District:

All individuals requesting to volunteer in the School District for more than forty (40) hours during the school year are required to apply with the Human Resources Department. Volunteers must have the following:

1. Criminal background check (\$50.00 cashier’s check or money order paid by the volunteer or the requesting school).
2. Waiver statement and volunteer information sheet.

## **Policies and Procedures**

### **Abbreviated Schedule**

In the event of inclement weather and/or hazardous conditions, the Los Lunas Schools will operate on an abbreviated day basis. On Abbreviated Days, the start time for each school will be two hours later than usual; dismissal time will remain the same for all schools. Parents will be notified via the district’s automatic notification program. In addition, local radio and TV stations as well as social media will relay Abbreviated Day information to the public (KOB, KOAT, KARS, Facebook, Twitter, Instagram).

In the event of a school closure during the day due to extreme weather conditions or hazardous situation, the automated notification system, local radio, and TV stations will inform the public of the emergency procedures. Parents should develop a plan with their children to use for bad weather,

Abbreviated Days, or other emergency situations, in case there is no adult at home. Identify a neighbor or a relative for the child to contact and plan for a safe place for your child to stay. A *Safety First* form is included on the back of this handbook to record your family's plan. Review your plan with family members and keep it handy!

### ***Automated Notification System***

An automated parent/guardian telephone notification system is utilized by Los Lunas Schools.

This notification system is used for notification of community outreach information, school events and notices, attendance notification, and emergency broadcasts for notification of Abbreviated Schedule, early school closure, etc.

It is imperative the Automated Notification System has correct phone numbers to facilitate parent/guardian contact. Please provide current contact information to the school office as needed throughout the school year.

### ***Attendance***

Regular attendance is necessary for two reasons: (1) it is required by state law and (2) it is essential to the student's success in school. All students shall be expected to attend school during the Academic School year, in accordance with Compulsory Attendance Law (22-12-1 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.

### ***All Learners Days***

The Los Lunas School District has established several days to be used for staff development during the school year. Students will not attend school on these days. Instead of school, students will be working on a year-long project. Staff development days enable staff to participate in professional growth activities designed to improve the quality of instruction to students.

### ***Reporting Student Absences***

Parents/Guardians **must** send a **written note** to the teacher on the first day their student returns to school.

### ***Los Lunas Schools Student Attendance Policy***

- A. The Los Lunas Board of Education recognizes that regular attendance by students who are subject to the Compulsory Attendance Statute (N.M.S.A...)1978 sections 22-12-1 through 22-12-9) is a vital cornerstone in school success. The Board expects students enrolled in the Los Lunas Schools to attend regularly and to make every reasonable effort to be both punctual and regular in their attendance. Attendance will be taken and maintained by class period for every instructional day for each student in each school program in the school district.
- B. Persons excused from the Compulsory Attendance requirements are: persons specifically exempted by law from the provisions of NMSA 1978 Sections 22-12-1 through 22-12-9;2 persons graduated from a high school; persons at least eighteen (18) years of age and have been excused by the local school board or its authorized representative upon finding that the person will be employed in a gainful trade or occupation or engaged in an alternative form of education sufficient for the person's educational needs and the parent, guardian or other

person having custody and control of the person to be excused from the provisions of this section by the superintendent of schools of the district in which the person is a resident and the person is five (5) years of age.

- C. Persons subject to the provisions of the Compulsory School Attendance Law shall attend school for the designated time and length of a school year as established by the Los Lunas Schools. Los Lunas Schools acknowledge excused absences as illness, death in the family, religious commitment, diagnostic commitment, approved school activity, doctors' appointment, and extenuating circumstance as agreed to by the administration prior to the absence. Vacations and hunting are not excused absences.

### ***Los Lunas Schools Student Attendance Policy Continued***

- D. Any parent, guardian or person having custody and control of a person subject to the provisions of the Compulsory School Attendance Law is responsible for the school attendance of that person.
- E. If a student is absent (unexcused) for three (3) school days a truancy letter will be generated through the school site and sent to the student's parent or legal guardian. If the unexcused absences continue and reach five (5) days, a five-day truancy letter will be sent to the listed residence by the school site informing the parent or legal guardian of the absences. The student will be classified as a student in need of early intervention. The student will be placed on a **Truancy Attendance Contract** signed by the student, a parent or legal guardian, and a school administrator. The contract will include a plan identifying issues regarding why the student has been missing school and shall attempt to recognize environmental concerns that are keeping the student from attending school. Other forms of interventions can and will be offered to assist the family with the truancy issue. If the unexcused absences continue and reach seven (7) days, the Los Lunas Schools Truancy Department will schedule an Administrative Magistrate Hearing in front of the Magistrate Judge who will determine why the Truancy Attendance Contract was violated. The judge will order the student and parent or legal guardian to schedule a meeting with the site administrator. If the student, parent or legal guardian fails to appear to the scheduled Administrative Magistrate Court Hearing the case will be referred to the Valencia County District Attorney's Office for review and possible prosecution, the student will be referred to Juvenile Probation.
- F. If the unexcused absences continue and reach ten (10) days, the Truancy Department will file criminal charges with the Valencia County District Attorney's Office for prosecution of the parent or legal guardian. The student will be classified as a Habitual Truant.
- G. A parent, guardian or one having custody of a student who, after receiving written notification and after the matter has been reviewed as previously stated, knowingly allows the student to violate the Compulsory School Attendance Law shall be guilty of a petty misdemeanor. Upon the first conviction, a fine of not less than twenty-five dollars (\$25) dollars or more than a hundred (\$100) may be imposed, or the parent, guardian or one having custody of the student may be ordered to perform community service. If a second conviction occurs, the parent, legal guardian or one having custody of the student who knowingly allows the student to violate the Compulsory School Attendance Law shall be guilty of a petty misdemeanor and shall be subject to a fine of not more than five hundred dollars (\$500.), or imprisonment for a period not to exceed six (6) months or both.
- H. No student shall be absent from school for school-sponsored interscholastic extracurricular activities in excess of fifteen (15) days per semester, and no class may be missed in excess of fifteen times per semester. Participation in state and national competitions is exempt. Non-school sponsored extracurricular activities such as 4H and FFA, which are approved by the district, will be treated the same as school sponsored interscholastic extracurricular activities.

- I. The Los Lunas School's Board of Education and its employees shall not assume responsibility for the religious instruction or permit it to be conducted on school property.
- J. The Board of Education requires parent(s) or legal guardian to provide written excuses or by phone depending on school site, indicating the reason and justification for not being present at school on the days absent.
- K. Each school will report unexcused absences of two or more classes up to fifty percent of an instructional day as one-half absence, and the unexcused absence of more than fifty percent of an instructional day to be counted as one full-day absence.
- L. Administrators will not utilize out-of-school suspension and expulsion as a punishment for unexcused absences and habitual truancy. Administrators will withdrawal a student as provided in section 22-8-2 NMSA 1978 only after exhausting intervention efforts to keep students in an educational setting.
- M. Isleta Pueblo- Los Lunas Schools will notify Isleta Truancy for students that violate the attendance policy. A release of records signed by a parent or legal guardian must be on file before contact is made. Laguna Pueblo-Los Lunas Schools will notify Laguna Truancy for students that violate the attendance policy. A release of records signed by a parent or legal guardian must be on file before contact is made.

***Cafeteria Services***

The Los Lunas School District participates in the National School Lunch/Breakfast Programs. Students are encouraged to eat breakfast and lunch at school each day. Eligible parents may apply for free or reduced cost meals. Application forms are available throughout the year at the student nutrition office or by going to <https://www.applyforlunch.com/>. Students are required to keep food in the cafeteria. They may purchase their lunch or bring a sack lunch. Students are required to remain on the school grounds during the lunch period. If possible, meal purchases should be made between 9:00 and 9:15 from the cashier in the cafeteria.

**Meal Prices**

**Breakfast:** Free to all students

**Lunch:** Free to all students

Parents/Guardians may make direct payments to your student's school meal account (you will need their student ID number) with your debit or credit card using [myschoolbucks.com](https://myschoolbucks.com).

**SUNDANCE ELEMENTARY  
2022-2023 UNIFORM DRESS CODE**

**Pants**

What may be worn:

Style: Docker style, cargo, jogger, or carpenter pants

Color: Navy, khaki, tan, or black

Fit: Must be worn above hips, standard leg size

What may NOT be worn:

Fabric: No leggings, corduroy, or spandex

Fit: No skinny type pants or leggings. No baggy, saggy, or oversized pants or overalls.  
Appearance: No patch pockets, designs, stripes, tears, or holes

## **Shirts**

What may be worn:

Style: Short or long sleeve polo shirts with collars, button-up style shirts/blouses

Color: Any solid color may be worn

Fit: Must be sized correctly.

What may NOT be worn:

Fit: No oversized or too tight shirts

Appearance: No sleeveless, multi-colored, plaid, stripes, muscle shirts, spaghetti straps, halter tops, tube tops, off-the-shoulder, or low cut shirts.

## **Shorts, Capris, Skirts, Skorts**

What may be worn:

Style: Docker style, cargo, or carpenter

Color: Navy, khaki, tan, or black

Fit: Skirts and shorts cannot be shorter than 3" above the knee. Leggings or tights may be worn underneath skirts.

What may NOT be worn:

Fabric: No leggings, corduroy, or spandex

Fit: No skinny type skirts or bike shorts. No baggy, saggy, or oversized shorts.

Appearance: No patch pockets, designs, stripes, tears, or holes

## **Dresses**

What may be worn:

Style: Jumper, polo shirt dress

Color: Jumper in navy, khaki, or tan. Polo shirt dress in solid color.

What may NOT be worn:

Fabric: Spandex

Fit: No shorter than 3" above the knee. Leggings or tights may be worn underneath dresses.

## **Outerwear**

What may be worn:

Style: Light jackets, sweatshirts, hoodies

What may NOT be worn:

Fit: Must be appropriately sized

\*Winter coats in any color may be worn on cold days. Winter coats must be removed upon entering classroom.

## **Shoes**



What may be worn:

Sturdy, non-distracting shoes, sandals with sturdy straps (including a back strap)

What may NOT be worn:

Appearance: No high heels, flip-flops, shoes with rollers in them, or over-the-knee boots

### **Accessories**

Belts: No belts hanging from the waist.

Jewelry: No large earrings, spikes, or distracting jewelry. No piercings other than ears.

Hats: Solid color knit caps can be worn outside (not inside)

Socks/Tights: Leggings may only be worn under skirts, skorts, or dresses.

Hair: No unicorn, cat or ear-type headbands.

Other: No tattoos, body piercing, or body art. No long, artificial nails or make-up.

### **Two-Hour Delay & Dress-Down Fridays**

There is a "Dress-Down Fridays" provision included in this dress code. Any non-uniform pant and shirt may be worn on Fridays with the following exclusions:

- Oversized or tight fitting and/or distracting clothing (as determined by administration)
- No offensive language, or references to alcohol or drugs on any item
- See-through clothing
- Torn or shredded jeans
- Oversized basketball shorts or tight bike shorts
- Short shorts or skirts
- Sagging or baggy pants
- Leggings as pants (except under skirts, skorts, or dresses)
- Halter tops (midriffs), tube tops, off-the-shoulder, low-cut clothing, undershirts or muscle shirts
- Trench coats

## **Promoting a Safe, Productive School Environment**

The staff of Sundance Elementary works with students to provide a school environment that is safe both inside and outside the classroom. Every effort is made to minimize distractions to the learning process. In addition to a Site Safety Plan developed specifically for our school, Sundance also maintains a Code of Conduct for student safety and success. We expect every member of our "school community" to follow the Code of Conduct and respect the right to learn in all areas of our school.

### ***Classroom and Hall Rules***

Teachers will post and send home copies to parents of their classroom management plans by the first week of school. The halls are to remain clear of students before and after school, during recess, and lunch breaks. The only exception to this rule is when a parent, teacher, or other staff member accompanies a student or group of students.

### ***Closed Campus***

Schools in the Los Lunas School District follow closed campus rules. Students may not leave the campus, unless they have been properly checked out of the office or have a signed permission slip for a school-sponsored field trip.

## ***Disruptions to the Learning Process***

Every effort will be made to minimize any disruptions to the instructional program of our classrooms. Announcements will be made at the beginning of the school day and, when necessary, at the end of the school day.

**Parents are asked to make after school arrangements with their child before they leave home in the morning.** This avoids interrupting the classroom regarding after-school instructions for students, unless it is an emergency situation.

## **School Discipline**

The Los Lunas Schools Discipline Handbook establishes expectations for all students. The handbook is accessible on the LLS 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.

\*We ask all parents and guardians join with us to help students learn responsible and respectful behavior as citizens of our "school community."

## ***Bullying***

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 includes, but is not limited to, hazing, 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 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 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.

## ***Mediation in Schools Program***

Our school participates in the Mediation in Schools Program. Through this program, students learn how to solve conflicts in ways that are helpful, not hurtful. Fourth through sixth grade students are selected each year to be trained as Student Mediators to help others solve conflicts. Student Mediators are trained and supported by Staff Mediation Coaches. This program helps children learn specific skills in communication, critical thinking and conflict resolution. It is part of our school's School Improvement Plan. Everyone has feelings. They are an important and normal part of life. Conflict happens when people cannot agree on something. Mediators can help people solve their

own conflicts. When our entire school community works together in this program, we can make constructive changes to help our children become productive and caring citizens.

***A mediator is:***

**A good listener:** a fair person—a responsible helper—trustworthy—respectful—a team player

**A peaceful problem solver:** identifies the problems—shares their feeling—respects the feeling of others

**A solution seeker:** works on solutions—takes responsibility for their actions

***Three Personal Standards***

- ❖ **Make good decisions**
- ❖ **Solve problems**
- ❖ **Show respect**

Our actions are guided by the Three Personal Standards which enable students to articulate positive behavior and encourage intrinsic motivation.

***Be the Best You Can Be!***

I will use the Three Personal Standards to guide my actions – Make good decisions, solve problems, and show respect.

**Making Good Decisions:**

1. I will be on time for school and arrive no earlier than 20 minutes before classes start.
2. I will go directly home or directly to daycare when I am dismissed at the end of each school day.
3. I will not cause, attempt to cause or threaten to cause physical injury to another person.
4. I will not bring dangerous objects. This includes matches, knives, firearms, ammunition, and/or explosives.
5. I will remain drug-free. I will not possess and/or use alcohol, tobacco, cigarettes, or drugs.
6. I will take the school/class newsletters home to my parents so my parents can remain informed.

**Solving Problems:**

1. If I have a problem with someone, I will try and discuss it with that person. If that does not work, I will ask a staff member or parent volunteer to help us reach a compromise.

**Showing Respect:**

1. I will treat others with respect. I will not use profanity, vulgarity, racial slurs and/or put-downs.
2. I will respect school property and the property of others.
3. I will follow all the school, classroom, restroom and playground rules.

**Our School Rules**

The staff and children at Sundance worked together to develop “Our School Rules.”

1. We will treat others like we would like to be treated.
2. When we are indoors we will walk and talk quietly.
3. We will ask before we touch or use anyone else’s belongings.
4. We will follow classroom, cafeteria, restroom, and playground rules.

5. We will keep the school area (inside and outside) clean.
6. We will listen carefully when someone is talking to us.
7. We will be on time.
8. We will not bring non-educational items to school such as toys or games.
9. We will not bring electronic devices such as iPod's, iPads, electronic games, etc. to school.
10. We will follow the Three Personal Standards on a daily basis.

### ***Cafeteria Procedures***

1. We will have our meal money or lunch number ready for the cashier.
2. We will walk, talk quietly, and keep our hands to ourselves.
3. We will wait quietly in the cafeteria line.
4. We will not take food from others.
5. We will keep our area clean and throw away our trash.
6. We will follow directions given by cafeteria workers and duty staff.

### ***Restroom Reminders***

1. We will keep the restroom clean.
2. We will not waste toilet paper or paper towels.
3. We will not eat or play in the restroom.
4. We will remember to wash our hands.

### ***Public Displays of Affection***

Public displays of affection such as hand holding, hugging and kissing are not acceptable on school campus. Students who are caught in these situations will be given a Hot Slip and parents notified.

## **Consequences for Unacceptable Behavior**

Students who choose to disregard a school or classroom rule must be prepared to accept the consequences for their action. Consequences may include:

- A verbal warning and an opportunity to correct the action
- Mediation (working out the problem with a neutral party)
- Loss of privileges.
- School community service project
- Visit with the Counselor, Asst. Principal, or Principal
- Removal from the group or activity
- Time-Out (Minor offenses)
- Parent-Teacher-Student Conference with the principal or designee to develop a Behavior Improvement Plan.
- Removal from the school setting (Suspension)

### ***Hot Slips***

If a student receives a verbal warning for disregarding a school rule and does not immediately correct the action, staff will issue the student a Hot Slip. A Hot Slip may also be issued immediately, without verbal warning, based on the severity of the infraction. The Hot Slip describing the student's actions will be given to the student's teacher. The teacher will set the consequences and send a copy of the Hot Slip home to parents. Parents are asked to sign the Hot Slip and return it to the teacher the next school day. A conference may be requested by the teacher or parent. When a student has received three (3) Hot Slips, the teacher will submit all three (3) Hot Slips to the principal for further handling. The teacher will document what has occurred and provide information regarding the steps that have been taken to assist the student. The Principal will meet with the student and contact the parents to arrange a conference or other discipline.

## **Severe Clause**

When a student's behavior endangers the safety of self or others and/or significantly interferes with the instructional process, the student will be immediately removed from the setting and referred to the principal. The principal, or designee, will notify the parents and schedule a conference to discuss the incidents. The student will be assigned ISS until the conference is held. The parents will be notified of the student being placed in ISS for the remainder of the day or suspension the following day. The outcome of the conference will determine action to be taken to correct the situation.

## **Weapons**

This policy is enacted to implement the requirements of the Federal Gun Free Schools Act of 1994, 20 U.S.C., 8921 and N.M.S.A. 1978, 22-5-4-7, and it is the intention of the Board that it be interpreted broadly to conform to these provisions of law. The District's policy relating to weapons on school property are set out in full in the LLS Student Behavior Handbook. If you have questions about this policy, please refer to the Student Behavior Handbook or contact the administrator for the full text of this policy.

## **Play Safe-Be Safe!**

These are a few of the rules, but not all. School staff may use other rules as necessary to maintain the safety of all students.

### ***Playground Safety***

#### Field

1. We will play touch football, tag and other organized games, and have fun!
2. We will be aware of games going on around us. If we want to walk or run laps, we will use the track.
3. We will not give piggy-back rides, stand in the middle of organized games, wrestle or tackle.

#### Slide

1. We will be sure that only one person is using the slide at a time.
2. We slide by sitting down keeping our legs straight in front of us.
3. We will not climb up the slide.

#### Jungle Gyms, Turning Bars and Twirling Equipment

1. We will be sure to keep our hands off others while they are playing on any jungle gym and/or turning bars.
2. We will keep our feet to ourselves.
3. We will not jump or leap from these structures.
4. We will not play tag on the equipment. Tag should only be played on the field.
5. We will not have more than TWO people on any spinning equipment.
6. We will wait our turn far enough that no one will get hit.

#### Basketball Court

1. We will follow the rules of the game.
2. We will be aware of games going on around us.

#### Swings

1. We will swing back and forth only.
2. We will have one person on a swing at a time.

3. We will stop the swing before we get off. We will not jump out of the swings.
4. We will make sure that no one is close enough to get kicked.

### Drinking Fountains

1. We will stand in line and keep our hands off others.
2. We will keep the drinking fountains clean.
3. We will not play at the drinking fountains.
4. We will use the drinking fountains for drinking purposes only.

### **Commons Area**

1. The Commons Area is reserved for class activities and group assemblies. It is not to be used for recess play.
2. We will always walk when on the concrete areas and stay out of the landscape.
3. We will not disturb other classes on our way to and from lunch, during recess, and/or during the school day.

### **Areas That Are Off-Limits**

1. We will stay in the playground area. The fences and walls around buildings, and the Commons Area are not part of the playground.
2. If a ball or any other object goes over the fence or into a parking lot, we will ask an adult for assistance.
3. We will not climb over the fence to get anything.
4. We will not leave the playground to talk to any adult in the parking lot. All adults must check-in at the office.

## **School and Classroom Policies**

### **Classroom Assignments**

Classroom assignments are available two weeks prior to the start of each school year. Information is gathered from parents and staff relating to the learning styles and needs of each student. The principal works with teachers to develop balanced classrooms that best meet the educational needs of students. Class lists reflect a balance of boys and girls, a broad spectrum of achievement levels, and an ethnic balance that is representative of the student population.

### **Field Trips**

Field trips are designed to enrich a student's learning. Each student must have a signed written permission form on file prior to participating in any field trip. Failure to return a signed permission form prior to the trip will result in the student's inability to participate. Students are to exemplify good behavior to maximize their learning experience. Students participating in field trips are expected to stay with the school group during the entire trip, including the return to school. If students are not returning to school, *A Field Trip Transportation Release Form* must be submitted for approval at least 24 hours prior to the field trip. Students who must have medications on a field trip need written doctor and parent permission. This includes Tylenol and cough syrup, etc. It must be in the properly labeled container. Check with the school nurse if your child needs to have medication on the field trip. The district medication policy will be followed. Students must abide by all school rules and bus regulations during a field trip, as this activity is sponsored by the school. Infractions of school rules and bus regulations will result in appropriate consequences. Parent volunteers are encouraged to assist in supervising their student's safety and learning. District Risk Management procedures do not permit non-enrolled children to participate in field trips.

**NOTE:**

**Field trip payments are non-refundable.**

**Students who receive discipline referrals (any form) may lose the privilege of participating in a field trip.**

***Safety Evacuation Drills***

By law, fire drills and codes must be conducted periodically. Drills are not to be taken lightly or just as a period of time away from the classroom. Each drill and code 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. Horseplay and stops at the fountain and/or restroom are to be avoided. Students will remain clear of the building, at a safe distance, or follow code procedure until the signal to return is heard. All students should face away from the building during the drill.

***Homework***

The intent of homework is to instill a sense of responsibility in the student and to help that student develop good study habits. Assignments will serve to reinforce skills and to enrich the classroom curriculum. Our goal is to encourage parents to participate in their child's individual learning needs. Homework is assigned at the discretion of the child's classroom teacher to support learning. If you have questions regarding a homework assignment, please check with the teacher. We encourage nightly reading for every child.

***Insurance***

The Los Lunas School District has made arrangements for parents to purchase insurance at a minimal cost. Insurance packets will be sent home with all students at the beginning of the school year.

***Lost & 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. Toys and sports equipment are not to be brought to school. All lost and found articles must be reported to the office. A "Lost and Found" chest is located in the cafeteria.

***Parent Conferences***

The District has set Parent Conference Days twice a year. Students in grades PreK-6 are dismissed at 1:00 PM. Teachers contact parents to schedule a conference during Conference Days or other times as needed. We encourage parent participation in all conferences.

***Parking and Loading Zones***

Sundance Elementary provides parking for parents and other visitors in the parking lot northeast of the main school building. The parking lot on the northwest side of the cafeteria is reserved for STAFF ONLY. Parking is not permitted in the bus loading zone on the west side of the school.

***Drop off Procedures***

Parents choosing to walk their student to class may park in the northeast parking lot. From there, they may walk in at the front of the building. Parents may also use the driving drop off loop on the east side of the school. When leaving their vehicles, students are to enter the school through the front entrance.

### ***Pick up Procedures***

The area northwest of the school is for Bus pick up ONLY. Parents may park in the northeast parking lot and meet their students in the walk-up area. Students are not permitted to cross the parking lot unless accompanied by parent. Parents who wish to stay in their vehicles may drive through the pick-up loop east of the school. Students **ARE NOT** allowed to enter a vehicle unless a staff member is present.

### ***Presentation of Films or Videos***

Film is one of a number of media forms that is used by the classroom teacher to meet students' varied styles of learning; to stimulate critical thinking skills; and to communicate ideas, thoughts, and artistic expression. Teachers use standard selection guidelines and their professional judgment in selecting all materials used in the curriculum. The selection of films or videos will only be made from "G" rated categories in all PreK through 6 schools. The teacher will always preview any media prior to its use in the classroom. Home taped videos will not be allowed. Films or videos may occasionally be used for behavior modification rewards. Judgment will be applied in determining the amount of classroom time that is devoted to this type of reward and the above guidelines will be followed.

### ***Telephones and Cell Phones***

The telephone in the office is a busy one and students will not be allowed to use it except in emergencies. Calls **may not** be made for a forgotten iPad, library book or lunch. Responsibility must be learned. Parents and/or guardians are encouraged to refrain from using the telephones to relay messages to students except in **emergency situations**. Please try to take care of childcare arrangements before children leave for school each day. Parents and/or guardians may call and leave a message via voicemail for a staff member. Students may bring a cell phone to school with the following restrictions:

- The school is not responsible for the theft of cell phones and/or other technology
- The ringer and notifications will remain turned off during instructional hours.
- The phone will remain in the student's backpack until the end of the instructional day (dismissal).
- Violation of these restrictions will result in the forfeiture of the phone. The phone will be returned to a parent/guardian.

**Note:** Please do not leave a voicemail message regarding after school transportation. School staff is not able to retrieve voicemail messages until all students have been dismissed. Please leave transportation changes with the receptionist to allow sufficient time for notification of both the student and classroom teacher.

### ***Testing***

In conjunction with State of New Mexico mandates, the Los Lunas School District administers several testing instruments. These standardized tests help determine student progress to enable us to make comparisons on the national and state levels. Standardized achievement tests are given in the spring. These test scores are used to plan curriculum and teaching strategies. Parents are encouraged to take an active part to prepare their students to perform well on tests. A good night's rest, attendance, a nutritious breakfast and sharing a "can do attitude" helps children perform better on tests.



### ***Textbooks/Library Books***

Textbooks are furnished at public expense to each student. The student is responsible for the proper care and return of the books. A fine will be charged for the loss, destruction, or misuse of the textbooks issued to a student. If a student changes teachers or withdraws from school, the student must return all books that were issued by the former teacher. Students are expected to cover all school texts and library books in their possession. Parents are encouraged to locate a special place at home for a student to keep texts and library books to prevent loss.

### ***Transportation***

Student transportation is a privilege extended to students who qualify for transportation pursuant to statues 22-16-2 NMSA 1978 Compilation. The walking regulation for Kindergarten through sixth grade students is one mile, one way. Students living within a one-mile radius of the school are required to walk, unless the State designates a closer area as hazardous for walking. Students who ride the school bus are expected to obey all state and local regulations governing student transportation. These rules and regulations apply to daily transportation to and from school and on school-sponsored activity field trips. Bus drivers will review bus rules with the students. Students who do not follow bus rules and procedures will be issued a Bus Conduct Report by the driver. Students who fail to correct their behavior on the bus and endanger the safety of other passengers will be referred to the Principal or Assistant Principal, or his/her designee, for further action. This action may include the loss of bus privileges (Bus Suspension) in which case the parents are responsible for transporting their child to school. Conferences will be held with the student and parent/guardian to develop a plan to correct the behavior.

### ***Transfers/Withdrawing***

To withdraw a student from school, the parents/guardians are asked to provide one-day advance notice to the office. Parents will complete a withdrawal form with the school secretary. All textbooks, library books and school materials must be returned to school. Book fines or cafeteria charges must be paid when a student withdraws from school. Records will be forwarded to the receiving school when a parent release is received and all school fees are paid.

### ***Video Monitoring***

A televised security system continually monitors the entire school campus. This system includes cameras and televised monitors in the main office as an additional safety measure.

## **Student Support Services**

### ***TESOL Program***

Sundance Elementary provides English Learner (EL) services to qualified students, in accord with federal and state requirements. Our EL program has two goals. The first goal is to attain English language proficiency through dedicated instructional time to help meet the individual linguistic student needs based on the English language proficiency as determined by the ACCESS test. Learning content is the secondary goal. Our services are taught by licensed teachers with TESOL (Teaching English to Speakers of Other Languages) and/or Bilingual endorsements.

### ***Counseling Services***

Counseling Services are available to all students. Our Counselor works with students, families and staff to promote successful school experiences for our children. Activities focus on self-esteem,

responsible choices, work habits and other topics. Parents may contact the office to arrange an appointment with our Counselor.

### ***Health Services***

The Los Lunas Schools employs Registered Nurses to provide essential health services. The School Nurse works with students, staff and parents to provide current information on health, hygiene, and safety. The Nurse conducts vision/hearing screenings and maintains health records for all students. According to District Policy, **NO MEDICATION OF ANY KIND** (including aspirin and over the counter drugs) can be administered at school without a written order from a doctor.

### ***Library Services***

All students visit the library on a scheduled basis. The library support specialist provides activities to encourage reading as a lifelong learning skill. Students should accept the responsibility for the safekeeping and care of library books. To avoid lost books, we suggest that parents select a special place at home for library books.

### ***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 non-tonal 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 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 self-accomplishment 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.

### ***Special Education Services***

Los Lunas Schools provide a full range of Special Education Programs to those students who meet eligibility requirements established by the State of New Mexico. Students qualify for placement only after an appropriate referral and diagnostic evaluation is completed. Prior to any recommendation for testing, the classroom teacher works with parents and school staff to explore ways to meet the student's needs through the Student Assistance Team (SAT). Parents will be informed if a student is recommended for diagnostic testing and must give permission before testing takes place. Following testing, parents will be invited to a meeting to discuss the results and any program recommendations. Parental permission is required prior to placement in any Special Education Program.

### ***Multi-layered System of Supports (MLSS)***

To satisfy the Multitiered System of Supports requirement of the ESSA Act (2015), Sundance Elementary has adopted the Multi-layered System of Supports evidence-based framework to integrate multiple systems and services, simultaneously addressing a student's needs. This support is accomplished by identifying and supporting students' needs and by providing the resources that teachers, health and wellness personnel, and school administrators require for full implementation and long-term sustainability of MLSS. Most importantly, the MLSS framework empowers general education teachers to intervene quickly when students need additional supports.

### ***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.

### ***Section 504***

The section 504 and Americans with Disabilities Act (ADA) are federal laws, which prohibit discrimination against persons with a disability in any program receiving federal financial assistance. The Los Lunas Schools Student Behavior Handbook clearly defines this act if further reference is needed. Parents or School Staff may request a 504 meeting at any time. If you would like to schedule a meeting, contact Sundance Elementary Administration to initiate the process.

### ***Religious Expression at School***

The First Amendment of the United States Constitution protects a student's rights to freedom of religion and freedom of expression. Students who choose to express their religious beliefs at school are permitted:

- Excusing absences for religious observances or activities.
- Providing alternative assignments with similar learning goals.
- Waiving dress code or school uniform requirements that conflict with a student's religious beliefs or practices. For example, a school might waive a rule to allow a student to wear a head cover, jewelry, religious object, or hair of a certain length.

### ***Technology***

Every student at Sundance is issued an iPad for educational use. Students at Los Lunas Schools are expected to use the provided technology to support and enhance education, communication, and

workflow. In order to facilitate a safe and functional learning environment students are expected to adhere to the policy and procedures outlined in the LLS Technology Handbook and in the LLS Board Policy 6.17 – Acceptable Use. Sundance is also equipped with a computer lab. All students visit the computer lab on a scheduled basis. The computer lab assistant provides activities to encourage technology skills including computational thinking, creative communication, and digital citizenship as lifelong learning skills. Additionally, each school site has a designated Site Educational Technology Coordinator to provide relevant professional development to impact transformational learning with digital technology with a focus on the essential skills taught to our students.

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