

Los Lunas Schools Elementary Student Handbook 2026-2027



Los Lunas Schools

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

Mission: Preparing, Empowering and Inspiring All Students to Reach Their Maximum Potential.

Susan D. Chavez, Superintendent
Frank A. Otero, President
P. David Vickers, Vice President
Sonya C'Moya, Secretary
Michelle I. Osowski, Ph.D., Member
Dana Sanders, Member

Elementary School Handbook

This Elementary School Handbook is designed to support a smooth and successful school year for our students and their families. It provides important information about daily routines, school policies, and procedures based on guidelines established by the Los Lunas Schools Board of Education and the New Mexico Public Education Department.

We encourage all parents, guardians, and students to review this handbook together and become familiar with its contents.

Please note that some procedures may change throughout the year based on district updates or decisions made by the Los Lunas Schools Board of Education. Any significant changes will be communicated in a timely manner.

Rationale

The purpose of this handbook is to help families understand how our elementary schools operate and to provide clear guidance on expectations and policies. By working together and staying informed, we can help ensure a safe, supportive, and productive learning environment for all students. Our goal is to make the school experience positive and engaging, and we believe that strong communication between home and school is key to student success.

Los Lunas Schools Elementary Administration

Jaguar Nation Schools

Ann Parish Elementary

Lisa Begay, Principal
Aandrea Hays, Assistant Principal

Bosque Farms Elementary

Charlotte Dosumu, Principal
Jonathan Bock, Assistant Principal

Desert View Elementary

Sara Graf, Principal
Theresa Duran-Fuentes, Assistant Principal

Peralta Elementary (early start school)

John Sandoval, Principal
Andrea Klaurens, Assistant Principal

Tomé Elementary

Jacqueline Farrell, Principal
Reina Silva, Assistant Principal

Valencia Elementary

Sheresa Jaramillo, Principal
Salina Wilson, Assistant Principal

Tiger Nation Schools

Katherine Gallegos Elementary

Michael Johnson, Principal
Elizabeth Schilling, Assistant Principal

Los Lunas Elementary (early start school)

Regina Lucero, Principal
Adrianna Avent, Assistant Principal

Raymond Gabaldon Elementary

Charlotte Johnson, Principal

Sundance Elementary

Jennifer L. Gaerlan, Principal
Melissa Lowther, Assistant Principal

Contents

504 Process	6
Abbreviated schedule	6
Absences	6
Alternative Language Services	6
Attendance	6
Bullying	7
Bus Transportation	7
Cafeteria	7
Classroom Placements	8
Classroom Transfer Procedures	8
Conduct Slips	8
Daily Schedule	8
Dismissal	8
Dress Code	9
Early Check Outs	9
Electronic Devices	9
Emergency and Inclement Weather Dismissal Procedures	10
Emergency Drills	10
Enrollment Policies	10
Field Trips	11
Film/Video/DVD Procedure	11
Grading Grievance Procedure	11
Grading: Standards Based Report Cards	12
Homework	12
Lost and Found	12
MLSS (New Mexico Multi-Layered System of Supports)	12
Modifications for Special Education Students in General Ed. Classroom	13

Non-Educational Items	13
Playground Rules	14
Plagiarism	14
Public Display of Affection	14
Parent Square	14
SAT Processes	15
School Rules	15
School Discipline Plan	15
Selling Items	15
State Assessments	15
Student Check Out	16
Tardiness	16
Technology	16
Telephones	16
Translation Services	16
Visitors	16
Volunteers	17
Withdrawals	17
Appendix	18

504 Process

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 504 Process is lead by the 504 team. Please contact the principal or assistant principal for more information.

Abbreviated schedule

In the event of inclement weather, Los Lunas Schools will operate on an abbreviated day basis. The start time of each school will be two hours later than usual (**Example: regular start time 8:50, abbreviated start time 10:50**), and dismissal time will remain the same for all schools. Breakfast will not be served. There will be no DD-preschool on these days.

Major television stations, district web site, and the Parent Square App will notify parents/guardians of schedule changes (based on content provided in parent portal on PowerSchool).

Absences

When a student cannot attend school, it is the parent/guardian's responsibility to notify the school office of the child's absence. Parents are required to report the absence online via the school website under the parent tab or via note when the child returns to school. Parents will collaborate with teachers through Parent Square to get student work assignments and can check Canvas.

Alternative Language Services

Los Lunas Schools have certified TESOL (Teachers of English Speakers of Other Languages) teachers at most grade levels who service students based on English Language Proficiency Screening and/or Los Lunas Schools Home Language Survey. The goal of Los Lunas Schools is to provide English language support through the grade level content. These services are provided in the classroom during the instructional day and focus on the child's language and academic need to ensure success in school.

Attendance

It is required by the New Mexico Attendance for Success Act that all school age students attend school.

-Requirement: All students between the ages of 5 and 18 must attend school daily.

-Definition: Chronic Absence is when a student misses 10% or more of the school year for any reason, excused or unexcused.

-Definition: A student is absent when not in school or a class with or without the prior knowledge and consent of parents, guardians, or school personnel

-Definition: A school-approved extracurricular activity is when a student is not in school or class as a result of participation in a school-sponsored/sanctioned event, practice, competition, contest, meeting etc., Students are permitted a total of fifteen (15) school-approved extracurricular events per semester. Note: Attendance at a school-sponsored event is NOT an absence.

Verified Absences:

-A student is absent from school with prior knowledge and consent of a parent and written verification to the school. A student is absent from school with personal illness, doctors' appointments, death in the family, religious commitment, cultural commitment, diagnostic commitment, extenuating circumstances, as agreed by the administrator prior to the absence and approved school activities. Student must verify absences by written method within 24 hours of returning to school.

-Upon returning from an absence(s), student(s) shall request makeup work and will have one day per one day of absence to make up work unless the teacher and/or school administrator allow additional time.

All absences: Per State Law all unexcused absences will be calculated to obtain the absentee rate.

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 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 parent(s) may contact school personnel and administrators concerning suspected bullying behavior(s). Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken up to and including suspension and/or expulsion.

Bus Transportation

Student transportation is a privilege extended to students who qualify for transportation according to statutes 22-16-2 NMSA 1978 Compilation. Discipline at the bus stop is the responsibility of each parent/guardian. If there is a problem at the bus stop parent/guardian needs to contact the transportation office (505) 866-2147 to report their concern.

Students who do not obey the state and local regulations governing student transportation may have transportation privileges revoked by the school district. The transportation department has a linked handbook outlining [safety rules for riding buses](#). You can also find it in on our [LLS Transportation website](#). Parents/guardians are asked to carefully review rules with their child.

Cafeteria

Los Lunas Schools participates in the National School Lunch/Breakfast Programs. All students will be offered breakfast each morning from the cafeteria when they arrive at school. All breakfasts are served free of charge.

All students will be offered lunch free of charge, but students and families are welcome to bring a sack lunch from home. Students are required to eat lunch in the cafeteria or in designated areas each day. All students, whether eating a sack lunch or hot lunch, will have at least 20 minutes of seated time to eat before being excused. Due to safety, all Los Lunas Schools elementary schools are closed campuses, we cannot accept DoorDash, Grub Hub, or other food deliveries on campus.

Cafeteria expectations

During breakfast or lunch every student is expected to show respect, make good decisions, and demonstrate courteous and responsible behavior.

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 suggested pupil placement forms, which provide classroom information on student achievement levels, social skills and learning styles. Administration uses this information and will make final decisions.

Classroom Transfer Procedures

A change in classroom assignment will not be considered until after the first 4½ weeks of school. Additionally, the parent/guardian must provide a written letter documenting the reason for the request and schedule a meeting first with the teacher. If not resolved then a meeting with school administration can be scheduled. All classroom assignments are at the discretion of the school administrator(s).

Conduct Slips

If a student does not adhere to the school rules, then the teacher will fill out the Conduct Slip. The Conduct Slip will be filled out by a teacher or staff member, and a copy will be sent home to the parent/guardian. When a student has received three (3) Conduct Slips within a nine week period on the same offense, the teacher will submit all three (3) Conduct Slips to administration for further handling. The teacher will document what has occurred and provide information regarding the steps that have been taken to assist the student in improving their behavior. Then, the principal will meet with the student and contact the parent/guardian to arrange a conference, in-school suspension, or other discipline if necessary.

Additional consequences are at the discretion of the site administration.

Daily Schedule

Regular Schedule: Students arrive on campus at **7:20 a.m.** (early start schools) or **8:35 a.m.** and dismiss at **2:25 p.m.** (early start schools) or **3:40 p.m.** Students should not be dropped off before **7:20 a.m.** (early start schools) or **8:35 a.m.** Breakfast will be provided for students until instruction time starts.

Parent pickup will be allowed with a visible placard you can pick up in the school office. Without a vehicle placard, you will have to walk into the office to pick up your child/children. Local authorities will be contacted if students are not picked up by parents/guardians within an hour after dismissal.

Dismissal

Parents are asked to remain in their vehicles and drive through the line. Staff will be assisting with student pick-ups. Students will be issued pick up placards that will need to be displayed in the window for pick-ups. In the event placards are not presented, families will be asked to park and show your ID in the office. Only those listed as authorized pick ups will be able to take the student. This will help to ensure that all students are entering the correct vehicle. If you need more placards, please see the office to request more.

Dress Code

Los Lunas Schools encourages a positive attitude toward students' conduct and appearance. Dress and grooming have a definite bearing on attitude and behavior.

Clothing and accessories should not be disruptive, immodest, or compromise student safety. Students shall come to school looking clean, neat, and ready to learn. The District prohibits pictures, emblems, or writings on materials or clothing that are lewd, offensive, vulgar, immodest, or promote or refer to alcoholic beverages, drugs, or any other illegal substance.

The District prohibits any clothing or grooming that in the administration's judgment, may reasonably be expected to cause disruption of, or interference with, the educational process. Shirts or other clothing items depicting or promoting acts of violence, guns, weapons, death, dismemberment, disfigurement, gang activity or affiliation, offensive items, and/or bigotry towards other groups are specifically prohibited. **(See Appendix for specifics)**

Students will not be allowed to leave campus for the purpose of changing clothes. All Los Lunas School students are expected to be in compliance with the dress code at **any** school-related event or activity. School officials have the authority to ask them to leave if they are inappropriately dressed.

Note: The Administration, in connection with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress code of students who participate in the activity and may impose higher standards.

Tribal Regalia: Students enrolled in or eligible for enrollment in federally recognized Indian Nations, Tribes, or Pueblos can wear tribal regalia during graduation ceremonies, school, and public school events. Tribal regalia is defined as traditional dress or recognized objects of religious or cultural significance, including tribal symbols, jewelry, beading, footwear, hairstyles, headdresses, and feathers.

Early Check Outs

Students will not be permitted to leave the school grounds without a parent/guardian signing them out. Parents/guardians will need to have a picture ID to check students out early from school. For student safety at the end of the day transitions, **early check outs will end 45 minutes before the end of the school day.**

Electronic Devices

It is the primary goal of the Los Lunas Schools to maintain a level of safety that is current and up to date with current trends and technology, and as such the following policies have been updated: Using a personal cellular telephone or other personal electronic device (Smart watches, tablets, electronic games, etc.) during school hours to call or receive calls, send or receive text messages, take photographs, or use in any other manner that is in violation of the Los Lunas Schools Student Behavior Handbook.

The following protocols are in place for violation of cell phones or device use:

First Offense: Verbal warning.

Second Offense: Student will be required to turn in the device to the office. They may retrieve the device from an administrator at the end of the day. Parent will be notified this occurred.

Third Offense: Phone is taken from the student, and administrator will notify parent to pick up the device from the office.

Continued disregard for cell phone policy may result in suspension.

For information on mobile devices provided by Los Lunas Schools, please see the linked [District Technology Handbook](#), [Board Policy](#), or you can go to our [LLS Technology website](#).

Emergency and Inclement Weather Dismissal Procedures

In the event of inclement weather or other end-of-day emergencies, students will be dismissed following their regular dismissal routines (e.g., bus rider, walkers, or parent pick-up). A notification will be sent via Parent Square to communicate the specific dismissal time. Parents are asked to follow standard pick-up and transportation procedures unless otherwise instructed.

Emergency Drills

By law, emergency evacuation drills must be conducted periodically. Drills are not to be taken lightly. Each drill should be treated with the assumption that there is an actual hazard. Students should move quickly and quietly through the assigned exit or the nearest exit and will not misbehave. The teacher/adult will take roll and give any additional instructions needed.

Enrollment Policies

New Students

New students will register online at 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 Identity
 - Driver's License
 - Passport
 - Picture ID
- Proof of Residency (2 forms required)
 - Mortgage or lease agreement
 - Utility Bill (ex: electricity bill, gas, water bill, cable statement)

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. Kindergarteners must be Five (5) years of age before 12:01 AM on September 1st of the year they are entering school.

If you have any other inquiries about DDPreK or 3-year-old PreK, please reach out to your child's home school.

If your child has an IEP, you must register with the Los Lunas Special Services Department. This can be completed via the Special Services website located on the district website.

Returning Students

Parents/guardians of all returning students must complete the returning student online registration.

PARENTS ARE REQUIRED TO MAKE CHANGES OF ADDRESS OR EMERGENCY CONTACTS IN THEIR PARENT PORTAL.

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 District Office. Transfer forms will be available through the District webpage. Transfer students (Out of District/Boundary) will be registered only after the school office receives approval of the Transfer Request through Los Lunas Schools District Office. District Boundaries can be located on the district website via the "Parents" link.

Legal Documents

Proof of updated legal documents that pertain to the student on campus must be on file in the office.

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. Students not enrolled in our school and younger siblings 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. All student participants will use school transportation to the field trip. **Parents wishing to transport their children from the field trip must complete a release consent form and have it signed by the office no later than 24 hours before the field trip will take place.**

Film/Video/DVD Procedure

Teachers will send home a permission slip for any film/video/DVD that is rated PG. Students who do not turn in their permission slip will join another classroom during the showing of the film. Written consent is required, verbal consent will not be allowed.

Grading 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.

Grading: Standards Based Report Cards

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.

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.

Disclaimer: 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” or “5” by the end of the year.

Homework

Each student should have nightly reading. Some students may have to finish work that should have been done during school hours.

Lost and Found

The school is NOT responsible for the loss of items. 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.

MLSS (New Mexico Multi-Layered System of Supports)

According to the Supplemental Student Assistance Team (SAT) Guide for the Multi-Layered System of Supports, New Mexico has embraced a multi-tiered system of supports (MTSS) framework to address and support student behavioral and academic needs. This system is known as the Multi-Layered System-of-Supports (MLSS). This data-informed system of layered supports provides a shared decision-making approach toward addressing the academic and behavioral needs of all students.

MLSS supports teachers and health and wellness staff, to intervene quickly when students are struggling academically or behaviorally. MLSS provides immediate support in instances of educational crisis. Decisions regarding layered interventions are made by the classroom teacher and support personnel closest to the students.

New Mexico's MLSS model addresses student needs by providing three layers of intervention.

Layer 1: Universal Supports to All Students

All students receive Layer 1, universal interventions, which include high-quality differentiated core instruction aligned to the Common Core State Standards (CCSS) delivered via Culturally and Linguistically Responsive Instruction to meet the needs of most students. Layer 1 also includes a system of Positive Behavioral Interventions and Support (PBIS) for all students, and universal screening (assessments) to identify students whose needs are not satisfactorily met by Layer 1 interventions alone.

Layer 2: Targeted Interventions for Some Students

A student not making expected progress (academically, behaviorally, or who is insufficiently challenged academically with high-quality core curriculum and Layer 1 universal interventions) may need additional academic or behavioral interventions or Layer 2-Targeted interventions.

Layer 3: Intensive Interventions for Few Students

Layer 3 intensive interventions include core curriculum and instruction, and intensive and individualized evidence-based interventions. Layer 3 evidence-based interventions may be provided for a longer duration than Layer 2 interventions, may be provided more frequently, be provided in smaller groups, or otherwise more intensive.

Modifications for Special Education Students in General Ed. Classroom

Los Lunas Schools provides a range of Special Education programs to students who meet eligibility requirements per the Individuals with Disabilities Education Act. Students may qualify for Special Education placement only after completing an appropriate referral, diagnostic evaluation, and Eligibility Determination. Referrals are made only after a wide range of strategies have been implemented to assist a child in the general education classroom. Parent(s) are notified of any referral and must give permission for any diagnostic testing and potential special education services or placement.

An Individualized Education Program meeting is held with parent(s) and staff to determine the child's most appropriate educational program placement. Parent(s) are notified of eligibility and must give permission for any special education program placement. Students who qualify for an Individualized Education Program (IEP) may have modifications or accommodations included in the IEP to be successful within the general education curriculum. When a student has met the eligibility requirements for an IEP, the team will use the evaluation results to determine which accommodations and modifications the student needs to be successful.

Non-Educational Items

All items not pertaining to school must be left at home. This includes, but is not limited to: toys, cameras, trading cards, make-up, hair spray, etc. We encourage your child to only bring items or projects directly associated to academic learning. If such items are lost or stolen, the school assumes no responsibility.

- 1st time will result in student losing item until the end of the school day when the student may retrieve the item from the teacher/office at the end of the school day.
- 2nd time will result in student losing item until parent/guardian can come to school to retrieve it.
- 3rd time will result in student losing item until the end of the school year and parent/guardian will meet with principal.

Additional consequences are at the discretion of the building administration.

Playground Rules

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?

Further expectations for the playground are at the discretion of the site administration.

Disclaimer: play is an opportunity for students to learn social and emotional skills. Conflict does happen. This will be addressed by duty individuals as appropriate.

Plagiarism

Plagiarism is when an individual presents work or ideas from another source or individual as their own, with or without the original author's consent. It includes, but is not limited to, directly copying the work or ideas of another student or from an electronic or print source.

Plagiarism is a dishonest act that inhibits the learning process. Teachers will explain to students the importance of referencing all sources of information used in their writing, as well as, instruct how to correctly quote and cite the ideas and words of others in alignment with grade level expectations as defined by state adopted standards. Plagiarism is a violation of our student code of conduct and is subject to discipline.

Public Display of Affection

Public displays of affection between students, outside of family, such as hand-holding, hugging, and kissing are not acceptable on school campus. Students that are observed in such public displays of affection will be disciplined and their parent(s)/guardian(s) will be notified.

Parent Square

Los Lunas Schools purchased Parent Square as a communication centerpiece for family and community engagement. It is a way to keep students and families current with information in the classroom, school, and district.

If a parent has difficulty staying connected to the Parent Square application, please notify the school for support. All contact information is uploaded from the Parent Portal, so your account must have the correct phone numbers to facilitate communication. Please provide current contact information and changes to the school office in person as needed throughout the school year. We cannot accept changes over the phone, as we need to verify the identity of the individual providing the information.

SAT Processes

The Student Assistant Team (SAT) includes the student's parents and the student (as appropriate), the classroom teacher, SAT chairperson, and/or any other staff members that may assist in aiding the student in academic growth. The SAT will follow the following process:

- Step 1: Student Meets One or More Requirements
- Step 2: Submit SAT Forms
- Step 3: Gather Documentation and Schedule a Meeting
- Step 4: Hold a SAT Meeting and Make Recommendations
- Step 5: Monitor Interventions

School Rules

[District Behavior Handbook](#)

Click to open link

School Discipline Plan

The Los Lunas Schools Student Behavior Handbook establishes expectations for all students and is accessible on the district website (www.llschools.net). Any revisions, corrections, or additions will be posted regularly on the website. This 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 Student Behavior Handbook.

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

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;
- 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).

Selling Items

Students may not sell items at school other than those for approved school fundraisers.

State Assessments

In conjunction with State of New Mexico mandates, the Los Lunas Schools administers several testing instruments. These tests help determine student's progress and enable us to make comparisons on the national and state levels. These test scores are used to plan curriculum, teaching strategies, interventions, and remediation.

Student Check Out

For students riding the bus, they will be escorted to the buses at the end of the day. Students who will not ride the bus will be picked up through our pick-up line. **Due to limited parking, we ask that parents refrain from lining up more than 45 minutes before the end of the day.**

Every minute of instructional time counts in our classrooms. Parents/guardians are asked to avoid checking students out of school before dismissal time. If you need to check your student out of school early, please do so before **45 minutes prior to the end of the day. For student safety, bus/pick up arrangements will not be changed and students will remain with their class if not signed out 45 minutes prior to the end of the day.** After **45 minutes prior to the end of the day**, parents will need to get in the pick-up line to get their student(s) or meet them at the bus stop.

School personnel are not responsible for "child care" after school hours. Local authorities will be contacted when parent/guardian does not pick up students within one hour of dismissal time.

Note: Parent(s)/guardian(s) are asked to make after-school arrangements with their child and teacher before they leave home in the morning. Please do not send a Remind message regarding after-school transportation except in emergency situations. No changes will be allowed prior to 45 minutes before the school day.

Tardiness

If students arrive after the beginning of instruction, parents are to report to the office and sign in the student. Students will go directly to class. Three (3) tardies are considered an absence.

Technology

Students are issued iPads for instructional purposes. All students will be liable for any damage to these devices. More information on care or fines can be found in the District [Technology Handbook](#). Final report cards may be withheld until fines are paid.

Telephones

Students are NOT allowed to use the office/classroom telephone except in emergencies. For the safety of students, the office will not call students out of class for phone calls nor pass messages to them.

Translation Services

Please contact the school secretary to request a translator for essential school meetings such as meetings with the school nurse, counselor, parent/teacher conferences, and communication with teacher/s or administration. If you are in need of an interpreter for a Student Assistance Team (SAT) meeting, Individualized Education Program, (IEP) meeting, 504 meeting, parent-teacher conference, or long-term hearing, you must request one at the time the meeting is scheduled. The District will secure a certified interpreter.

Visitors

Parents and community members are welcome for school events. Visitors are welcome to observe and/or help in the school and in the classrooms with prior teacher and administrative approval. 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.
4. We encourage parents with younger children to make arrangements for childcare when volunteering in classrooms. "Non-school aged" children are not permitted on field trips, when volunteering or observing in classrooms.

Volunteers

Volunteers bring talent and knowledge to the classroom. Volunteer times are to be arranged with the classroom teacher in advance. Volunteers who come on a regular basis, which is defined as **volunteering 40 hours or more per month**, will be required to follow the Volunteer Policy requiring parents, family members, and community helpers, etc. and to undergo criminal background check at their own expense.

Volunteers wishing to help need to follow the following guidelines:

1. Arrange the volunteer time in advance with the classroom teacher.
2. Check in and out of the office using the Raptor System and receive a volunteer sticker.
3. Assist in a professional, orderly manner and must follow district policies and procedures.
4. Younger children, older siblings, cousins, and/or friends are not allowed in the classroom during volunteer times.
5. At no time, shall a volunteer be left alone with students.

In the event where district policies are violated, volunteers will be asked to leave the campus and will not be allowed to volunteer at Los Lunas Schools.

Withdrawals

A student who is withdrawing needs to follow these procedures:

1. A parent/guardian must come into the school office and provide legal identification to request a withdrawal or transfer for their student.
2. Pick up a withdrawal form from the office.
3. Have teacher, librarian, nurse and principal sign the form.
4. Check all books and technology in to the teachers.
5. Pay all fines. Records may not be released until all student fines and fees are paid.

The office will sign the form once all signatures have been collected and all fines have been paid.

Appendix

Pants/Bottoms:	Shoes/Accessories
• “Sagging pants” or pajama pants are not allowed. Jeans, slacks, shorts, and all other pants must be worn at or about the waist at all times. Even if a shirt is long, the pants must be worn at the waist. Undergarments should not be visible at any time. Pants that drag or are excessively oversized are not allowed. • Inappropriate exercise clothing will not be allowed without an appropriate covering garment. Yoga pants, stretchy pants, or tights are not allowed unless covered by an appropriate length dress or shirt. • Pants with holes are permitted as long as skin above the knee is covered. • Dresses, skirts, and shorts must be the length that are 3 inches above the knee. Volleyball/Spandex shorts are not permitted.	• Footwear: no bedroom/house slippers, no shoes with wheels, no heels higher than 1 inch, all shoes must have a back strap, no flip flops • Knit caps may be worn outside on inclement or cold weather days only. • Baseball caps, bucket caps, or sun visors can be worn for outside play. No caps are allowed inside of the building unless it is a designated spirit day. • Earrings no larger than a quarter. No large hoop earrings, spikes, or distractive jewelry. No piercings other than ears. No accessories that contain spikes, chains, or other items that may be dangerous. • Hair colors, cuts, and artificial nails that do not cause distractions to others or the instructional program. • Make up is only allowed during special events. (ex: spirit week)
Shirts/Tops:	Outerwear:
• No muscle shirts/undershirts as outerwear. • Sleeveless tops must have at least a 3 fingers width sleeve. • See-through, bare midriff, and other revealing clothing are not permitted. Shirt hems must extend below the waist of pants/shorts/skirts whether in a sitting or standing position. • No oversized, too tight and/or revealing see-through shirts. • No backless shirts, muscle shirts, spaghetti straps, halter tops, tube tops, off the shoulder or low-cut blouses or shirts. • Jackets, sweaters, etc. are not allowed as coverups for shirts out of dress code.	• No inappropriate logos on hoodies, jackets, sweatshirt as determined by administration • No oversized jackets (trench coats) • No hoods allowed to be worn indoors. Hoods allowed to be worn outdoors in cool weather.