



*Peralta Elementary Student Handbook*

2022-2023

# Peralta Elementary Student Handbook

2022-2023

## Contents

<i>ABBREVIATED SCHEDULE</i> .....	3
<i>ATTENDANCE</i> .....	3
<i>BULLYING</i> .....	4
<i>CAFETERIA</i> .....	6
<i>CLOSED CAMPUS</i> .....	7
<i>DISCIPLINE</i> .....	7
<i>DRESS CODE</i> .....	10
<i>FIELD TRIPS</i> .....	11
<i>FILM/VIDEO POLICY</i> .....	12
<i>FIRE DRILLS</i> .....	12
<i>HEALTH SERVICES</i> .....	12
<i>LOST AND FOUND</i> .....	13
<i>PARENT/STUDENT GRIEVANCE PROCEDURE</i> .....	13
<i>PARENT/TEACHER CONFERENCES</i> .....	14
<i>Classroom Transfer Procedure</i> .....	14
<i>PLAYGROUND RULES</i> .....	14
<i>PUBLIC DISPLAYS OF AFFECTION</i> .....	18
<i>PUPIL PROGRESS/REPORT CARDS</i> .....	18
<i>REGISTRATION</i> .....	18
<i>SELLING</i> .....	18
<i>SEXUAL EDUCATION POLICY</i> .....	18
<i>STUDENT ARRIVAL TIME ON CAMPUS</i> .....	19
<i>STUDENT CHECK OUT</i> .....	19
<i>STUDENT INSURANCE</i> .....	19
<i>TARDY</i> .....	19
<i>TELEPHONE</i> .....	19
<i>VISITORS</i> .....	19
<i>PRE-SCHOOL VISITORS</i> .....	20
<i>VOLUNTEERS</i> .....	20

VOLUNTEER BOARD POLICY 5.24.....21  
 WITHDRAWALS .....22  
 WEAPONS.....22

*Welcome to Peralta Elementary*

*“Home of the Panthers”*

**THE MISSION OF PERALTA ELEMENTARY**

*Peralta Elementary promotes student learning in a safe environment*

**SCHOOL VISION STATEMENT**

*Together we will lay a foundation that ensures a lifetime of learning.*

*The staff at PE is dedicated to creating a safe, positive learning environment in our school. This handbook provides parents and student with critical information about our school, including rules, procedures and expectations.*

*Peralta Elementary adheres to all CDC/DOH/LLS current safety protocols. See Los Lunas Schools web site for further information.*

*The Los Lunas Schools does not discriminate based on race, color, religion, sex, national origin, disability, age, citizenship status, Vietnam era or special disabled veteran status in its employment, program or activities.*

*Discrimination is prohibited by the Civil Rights Act of 1964, The Executive Order 11246 as amended, The Rehabilitation Act of 1973, The Vietnam Era Veterans Readjustment Act of 1974, 1986, and the Americans with Disabilities Act of 1990.*

*Anyone who believes he or she has been discriminated against based on race, color, religion, sex, nation origin, disability, age, citizenship status, or Vietnam era or special disabled veteran status may contact the Los Lunas Schools Equity Officer:*

*Brian Baca, District Equity Officer*

*Phone: 505-865-9636*

Link to Los Lunas Schools Student Behavior Handbook

[https://www.llschools.net/UserFiles/Servers/Server\\_94464/File/District/Departments/Safety%20and%20Security/Safety%20and%20Security%20Documents/Student%20Behavior%20Handbook%20Approved%209%2022%202020.pdf](https://www.llschools.net/UserFiles/Servers/Server_94464/File/District/Departments/Safety%20and%20Security/Safety%20and%20Security%20Documents/Student%20Behavior%20Handbook%20Approved%209%2022%202020.pdf)

## ABBREVIATED SCHEDULE

*In the event of inclement weather, the Los Lunas Schools will operate on an abbreviated day basis. The start time of school will be two hours later than usual (10:40 for Peralta Elementary); dismissal time will remain the same for all schools (2:55 for Peralta Elementary). TV stations that will relay the abbreviated day information are KOB and KOAT. Los Lunas Schools Facebook page and radio stations KARS AM/FM (Belen), KABQ, and KOB will also report the above information.*

*Breakfast will not be served on a delay schedule. There will be NO PRESCHOOL on a delay schedule.*

## ATTENDANCE

*School attendance plays a critical role in ensuring that your child receives a quality education during the school year. Children who do not regularly attend school do not always achieve their full potential. Missed instruction and the challenges the students face as they attempt to catch up on missed work, may impact the student's performance and success.*

### WHAT ARE THE GUIDELINES CONCERNING SCHOOL ATTENDANCE?

*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. A student not in class but on a school-approved activity will have the absence recorded as "excused" (see Verified Absence below.)*

*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 absences per semester.*

### *Verified Absences (excused):*

*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, 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.*

*Students will be expected to take final exams and End of Course exams on the day they are scheduled. Students may be allowed to make up final exams and End of Course exams if the absence is excused.*

*All absences (excused & unexcused):*

*A student will be in need of individualized prevention when a student reaches 5%-9.9% of absentee rate to include excused & unexcused absences. A phone call will be made from the school site to the parent or guardian to talk to the parent of the student about attendance history, impact of absences on academic outcomes, interventions and services available and consequences of further absences.*

*A student will be a student in need of early interventions when a student reaches 10%-19.9% absentee rate to include excused & unexcused absences. A letter will be sent from the school site to the parent or guardian (date, time, place) requesting a meeting with the attendance team to provide intervention strategies that focus on keeping the student in an educational setting.*

*A student will be in need of intensive support when a student reaches 20% or more of absentee rate to include excused & unexcused absences. A letter will be sent from the school site to the parent or guardian (date, time, place) requesting a meeting with the attendance team or principal to establish non-punitive consequences at the school level and to identify appropriate specialized supports that may be needed to help the student address the underlying causes of excessive absenteeism. Parent(s) and student(s) will be advised of consequences of further absences.*

- *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.*

## **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.”*

#### *CELLULAR PHONE/ELECTRONIC DEVICE/SEXTING*

*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 cellular telephone or other electronic device during schools hours to call or receive calls, send or receive text messages, take photographs, or use in any other manner is in violation of this discipline handbook.*

#### *INNAPPROPRIATE CAMERA OR CELL PHONE CAMERA PHOTOGRAPH USE*

*Being in possession of, or transmitting any obscene, distasteful or unnecessary materials by cell phone or any other electronic device during school hours is in violation of this discipline handbook. Being in possession of or transmitting of any image depicting a minor child is a felony under the following definitions:*

*Definition: Child pornography is defined as:*

*A person who knowingly or intentionally possesses:*

- A picture;*
- A drawing;*
- A photograph*
- A negative image;*
- Undeveloped film;*
- A Motion picture;*
- A videotape;*
- A dig*
- Any pictorial representation; that depicts or describes sexual conduct by a child who the person knows is less than eighteen years of age or who appears to be less than eighteen years of age, and that lacks serious literary, artistic, political or scientific value.*

*Definition: Child exploitation: A person who knowingly or intentionally:*

- Manages, produces, sponsors presents, exhibits, photographs, films, videotapes, or creates a digitalized image of any performance or incident that includes sexual conduct by a child under eighteen years of age*
- Disseminates, exhibits to another person, offers to disseminate or exhibit to another person, or sends or brings into the Los Lunas Schools for dissemination or exhibition matter that depicts or describes sexual conduct by a child under the age of eighteen years of age.*

#### *CYBERBULLYING, INTIMIDATION/INSTIGATION BY USE OF ELECTRONIC DEVICE OR SOCIAL NETWORKING OUTLET*

*Any act by use of transmitted communication, either by electronic device, or other transmittal device that subjects persons to indignity, humiliation, intimidation, physical abuse or threat of physical abuse, social or other isolation, shame or disgrace.*

*This also includes direct or indirect communication of social networking sites. Examples of cyber bullying include:*

- *Posting slurs rumors or other disparaging remarks about a student or staff member on any website.*
- *Sending email, text, or instant messages that are harassing or threatening in nature directly.*
- *Taking and sending an unauthorized and/or unwanted photograph of a student or staff member.*
- *Using any unauthorized electronic transmission to threaten, intimidate, or harass by means of direct or indirect contact.*

#### *VIDEO CELL PHONE/VIDEO CAMERA VOYERISM PROHIBITED ACTS*

*Use of any non-approved video production by means of videotapes, films, photographs, exhibits, or any electronic transmitted images during school hours is prohibited. This includes, but is not limited to, lewd or obscene images and videos, but also includes the transmission of any act that is prohibited by school policies or a state and federal law is in violation of the Los Lunas Schools Behavior handbook.*

#### *UNLAWFUL PHONE/VIDEO CAMERA PHOTOGRAPHING OF PRINTED MATERIALS PROHIBITED ACTS:*

*Use of any non-approved video production by means of videotapes, films, photographs, exhibits, or any electronic transmitted images of any school materials that are strictly the property of The Los Lunas School District is a violation of this discipline handbook.*

#### *USE OF SOCIAL NETWORKING BY STUDENTS AND STAFF PROHIBITED ACTS*

*Use of social networking by posting records or materials that are confidential in nature is forbidden both by students and by staff. Examples include but are not limited to:*

- *Students grades;*
- *Students/staff discipline;*
- *Students/staff medical records;*
- *Any case management records;*
- *Any FERPA (Family Education Rights and Privacy Act) protected materials;*
- *Any material regarding administrative actions that are deemed confidential or personnel issues;*
- *Teacher's evaluations;*
- *Derogatory statements against students and staff that violate The Los Lunas School District code of conduct policies*
- *Any statement that is a direct threat toward The Los Lunas School District, its students, staff, and visitors.*
- *Direct statements regarding specific facts of an incident that occurred on campus without first being approved by the District Superintendent or designee.*

#### *CAFETERIA*

*The Los Lunas District is a participant in the National School Lunch and Breakfast Programs. Students who are not hungry learn better. Therefore, all students are required to eat in the cafeteria. For the SY 2022-2023, all students will receive free lunch and breakfast or bring a sack lunch.*

*Adults must arrange to eat with their child by calling the cafeteria before 9:30 AM to reserve a tray.*

*Parents/guardians are invited to eat lunch with their child anytime during the school year. Reservations must be made one week prior for special holiday meals. This allows the cafeteria manager time to order the food.*

#### **CAFETERIA CONDUCT**

*Lunch should be a good experience for every child. Therefore, we have established our expectations of what an ideal cafeteria should be. In efforts to create a positive atmosphere in our cafeteria, we ask that children practice the following guidelines, so that we may have a comfortable and safe lunch period:*

- 1. Talk in Voice Level 2 or 3. It is important that children visit with each other but loud voices are not necessary.*
- 2. Keep hands, feet, and objects to yourself.*
- 3. Use manners. Treat each other the way you like to be treated. (Use good manners; keep the cafeteria clean; no-name calling). Clean up after yourself.*
- 4. Raise your hand and ask permission before leaving your seat. Stay seated.*
- 5. Keep your place in line (no cuts, keep the line straight).*

#### **CHEATING**

*Using or attempting to use a dishonest, unethical or unapproved method to gain unfair advantage in demonstrating competency in performing a skill, achieving a goal, or to misrepresent the attainment of knowledge.*

#### **CLOSED CAMPUS**

*All schools in the Los Lunas School District are closed campuses. Students may not leave campus at any time without notifying the principal's office and must be accompanied by an adult (parent/guardian, teacher). Students not enrolled at Peralta Elementary are not to loiter on the campus grounds. Proper authorities will remove them.*

#### **DEFIANCE OF SCHOOL PERSONNEL/AUTHORITY**

*Defind as: Refusing to comply with any reasonable demand, request by any school official, or sponsor at places and times where school personnel have jurisdiction. This includes falsely identifying oneself, the use of profane or abusive language (oral or written) which is crude, insulting, or irreverent.*

#### **DISCIPLINE**

*The Los Lunas Schools Student Behavior Handbook establishes expectations for all students. Our school rules are developed within these guidelines to promote a safe, productive learning environment. All students and staff members have the right to learn and work in a safe environment. It is the belief of Peralta Elementary School that discipline begins in the home. It is the primary responsibility of the parents and/or guardians to instill in children a sense of respect for self, classmates, authorities, and property. It is expected that all students will conduct themselves responsibly while at school and at any*



*school sponsored function. To achieve this we need a strong partnership between home and school. This partnership will provide the basis for a positive educational atmosphere of trust, safety, and instructional challenge. The Peralta Elementary School discipline policy is promulgated pursuant to section 7.5 of the Los Lunas School board policy and the Student Behavior Handbook. Refer to the LLS Student Behavior Handbook for further details Los Lunas Schools Policy includes but is not limited to the following disciplinary actions:*

*Student Conference:*

*A school official (teacher, counselor, or administrator) will talk to the student and attempt to resolve the problem. If the problem is minor and can be settled between the student and school official, parents are not always notified.*

*Parent Notification: When deemed appropriate by the school official, a discipline referral notice, telephone call, personal contact, e-mail, or letter will notify the parents, or guardians of the issue. If needed, a conference will be scheduled with the parent, student, and appropriate school official.*

*Suspensions:*

*A school administrator may suspend a student from school on a short-term suspension (ten days or less or until parent conference) for major discipline infractions. The parent and/or guardian will be contacted by telephone, in person, and/or by letter, when the student is subject to a short-term suspension. In the event that a parent/guardian cannot be reached, the student may be released to the custody of Los Lunas Police Department. Every suspension requires a parent contact be made in person or by phone. All disciplinary records will be kept on file.*

*Long-Term Suspension or Expulsion:*

*A student may be long-term suspended (more than ten days) for violation of school rules. At that time, the student is informed of the due process procedure. The student's parent and/or guardian is notified by telephone and/or by mail that the student is subject to a long-term suspension and informed of all procedures. A long-term hearing will be requested. At the long-term hearing, the position of both the school and the student will be heard by a hearing officer. PE will make a recommendation as to the length of the suspension. The hearing officer will then make a "ruling" as to the length of the suspension based on the evidence presented and will notify the parent/guardian, in writing, of the suspension length and the rules to be followed during the suspension. A record of the long-term suspension will be kept in the student's file. The same procedures apply on expulsions; however, a student who is expelled may not return to Los Lunas Schools for at least one (1) year. A conference with a parent and/or guardian is required.*

*Disciplinary Appeals:*

*A student and their parent and/or guardian may appeal the decisions made by the principal and/or the hearing authority in the case of a long-term suspension. Decisions of the hearing authority may be appealed to the review authority (Superintendent or designee). Decisions of the review authority may be appealed to the Los Lunas Board of Education.*

*The LLS Board of Education review must be conducted in accordance with the Open Meeting Act. Their decision may be appealed to the New Mexico Public Education Department. These will prevail in all disciplinary procedures and policies.*

#### *SCHOOL-WIDE CONSEQUENCES*

*Any one or all of these consequences may be used to handle inappropriate behavior:*

- 1. Verbal warning*
- 2. Time Out*
- 3. Hot slip*
- 4. Detention*
- 5. Conduct referral*
- 6. Suspension/Expulsion*

*\*\*Parent/Guardian will be notified of behaviors resulting in the student being referred to the office for a student discipline report and receiving a conduct referral.*

#### *SPECIFIC CONSEQUENCES*

- 1. NON-INSTRUCTIONAL ITEMS brought to school will be confiscated and returned at the principal's discretion including but not limited to cell phones, MP3, Game Boy/Nintendo 3DS/Play Station Vita, iPod/iPads, toys, non-educational technology devices etc.*
- 2. DEFACING/DESTRUCTION OF SCHOOL PROPERTY – Parents will be contacted immediately, damages will be assessed, and fair and reasonable compensation will be required. Parents will be responsible for payment.*
- 3. BUS MISBEHAVIOR – Students may lose the privilege of riding the bus. Parents will need to provide transportation.*

### *Dismissal/Drop Off & Pick-Up Area*

*Please abide by the school's traffic rules of right and left turns from 8:25-8:40 a.m. and 2:50-3:10.*

*Many of our students at Peralta Elementary are picked up or dropped off in one of two parking lots. First and foremost, safety is our main concern. Thank you for following the guidelines when picking up students afterschool or dropping them off in the morning. If you wish to take your child out before 2:40, you have to sign them out in the office. **No students may be checked out after 2:40.***

*This is for the safety of the students and staff. There are two pick-up locations for students at the end of the day. Parents wishing to drive and pick up their children will be able to drive into the parking lots located off Molina Road. One pick-up will be in front of the gym. The other pick up is located on the east parking lot near the staff parking. The pick-up area is a loop. Parents must abide by the No Parking signs. Parents **will not be allowed** to leave their vehicles to wait for their students.*

Below are the guidelines to follow:

**West Parking Lot**

- Afterschool, you are allowed to pick up your children here only if you are going to turn north on to Highway 47.
- Parents driving through the pick-up line may not get out of their vehicle. Duty staff will escort your child to your car in a safe and orderly manner.
- Adults picking up students in the drive-up areas must have the student placard given to families at the start of the year. The placard lets duty staff know that the student can go with that adult. Student placards must be displayed to pick up student after school in the drive-up areas.

**East Parking Lot**

- Students are not allowed to be dropped off before 8:25 a.m. A duty person must be present before students are dropped off.
- The students are dismissed at 2:55.
- Students will not be allowed to meet you at your vehicle.
- Parents who are late picking up their child after school must pick them up and sign them from the front office.

## DRESS CODE

*Peralta Elementary is a non-dress code uniform school; however, Los Lunas Schools expects student dress and grooming to reflect high standards of personal conduct so that each student's attire promotes a positive, safe and healthy atmosphere at school. Student dress may not present a health or safety hazard, or present a disruption to the educational environment. The standards for elementary school dress reflect "common sense" and a concern for each child's comfort, safety, cleanliness, and sense of modesty. There is a strong relationship between neat, appropriate attire and a positive learning environment. To help create the best learning environment for elementary students, the following standards for student dress must be observed at Peralta Elementary School:*

*The following will not be allowed:*

*1. Highly distracting or altered clothing, such as, but not limited to, torn or shredded jeans, shirts with spaghetti straps, undershirts, muscle shirts, halter tops, tube tops, off-the-shoulder-clothing, see-through clothing, tight or short shorts or skirts, bike shorts, bare midriffs, sagging and/or baggy pants, or belts hanging down from the waist. As a rule of thumb: No skin showing between the bottom of a shirt/blouse and the top of pants or skirts. All attire must be no shorter than the point where the finger tips end when standing up straight or 4 inches above the knee whichever is longer. See-through shirts or blouses, or tops with less than 2" straps. Pants are not to be more than 2 inches larger than the normal waist size. Pants must not sag below the waist and must not touch the floor. Shirts, blouses, and dresses must completely cover the abdomen, back, and shoulders. Shirts or tops must cover the waistband of pants, shorts, or skirts, with no midriff visible.*

2. Clothing/jewelry/tattoos displaying gang, drug or alcohol-related words, pictures, insignias, profane, vulgar, sexually suggestive, negative statements, abusive or inappropriate language/symbols/graphics, symbolism and/or insignias which suggest illicit behavior, gang affiliation, harassment or abuse. If the staff and/or administration feel that clothing identifying groups or gangs may cause disruption at school or cause personal danger to the wearer, that person or persons directly responsible will not be allowed to wear said clothing.

3. The following will not be allowed:

- a) Unnatural hair coloring of any kind. (i.e. blue, green, magenta, peroxide streaks, reddish brown, blonde, frosted purple, any color obtained by any means where an unnatural color is obtained etc.) Alternatively, any other hair color that is not the child's biological hair color.
- b) Inappropriate hair styles such as but not limited to Mohawks, fauxhawks, tails, or shaved symbols.
- c) Body piercings/nose piercings, ear gauges, or hoops larger than ½" diameter.
- d) Due to possibility of injury, appropriate shoes should be worn. No flip-flops, open toed shoes/sandals of any kind, high-heeled shoes nor Heelys are allowed at school.
- e) Visible undergarments
- f) Spiked jewelry, chains, belts with more than 2 inches excess
- g) No hats or sunglasses inside the buildings.
- h) Marking or shaving of eyebrows.
- i) Tattoos/branding
- j) Make-up

The administrators of Los Lunas Schools established the principal at each site will make these standards and final decisions.

## 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. Field trips are privileges that are earned. Students who do not complete work assignments, misbehave, or have poor attendance risk losing field trips. Students are to exemplify good behavior to maximize their learning experience. Students must abide by all school rules during the field trip. As the school sponsors this activity, infractions of school rules will result in appropriate consequences. Parents are encouraged to assist in supervising student's safety and learning. Students/children not enrolled in the participating classroom(s) are not eligible to attend the field trip. Students must ride the bus to the field trip. A transportation waiver will be allowed for the student to ride home with parents if the waiver is submitted to the principal 24 hours in advance. Students participating in field trips are expected to stay with the school group during the entire trip. If a parent takes their child early, a half-day absence will be recorded.

*Only students in the participating classroom(s) are to attend the field trip. No younger or older siblings are allowed to participate in the field trip.*

## *FILM/VIDEO POLICY*

*Film is one of a number of media forms that is used by a 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 District's Instructional Directive regarding the use of Videos/Films specifies that only "G" rated films/videos will be shown to students in Grades K-6. The teacher will preview any media prior to its use in the classroom. Home-taped videos will not be allowed.*

*Teachers are required to fill out FILM/VIDEO RECORD FORM and file with the principal's office before any film/video is shown.*

## *FIRE DRILLS*

*By law, fire drills must be conducted monthly. Drills are not to be taken lightly or treated just as a period of time away from the classroom. Each drill should have, as a primary assumption, that there is an actual hazard. Students must follow the evacuation plan posted in their classrooms. Students should move quickly and quietly through the assigned exit or the nearest exit. Horseplay and stops at fountains and restrooms are to be avoided. Students will line up in their designated area until the signal to return is heard. Various other safety drills will be practiced throughout the school year. For further information regarding drills, please see the Principal to go over the Safety Plan.*

## *HEALTH SERVICES*

*Immunization Requirements:*

*Students are required to be up to date on the following immunizations:*

*DPT/DTaP, Polio, MMR (Measles, Mumps, Rubella) and Hepatitis B. Varicella Vaccine (or had Chicken Pox) required for K thru 6th grade.*

*By law, immunization records must be on file indicating that students have been properly inoculated. Failure to submit your child's shot record is grounds for disenrollment until proof of inoculation is submitted.*

*School Nurse*

*A School Nurse provides health services at Peralta Elementary. As needed, health office personnel will contact parents. In accordance with New Mexico Law, nurses or assistants WILL NOT ADMINISTER ANY KIND OF MEDICATION, INCLUDING TYLENOL, and WITHOUT A WRITTEN ORDER FROM THE CHILD'S DOCTOR AND SIGNED BY THE PARENT. ALL MEDICATION MUST BE IN THE ORIGINAL PHARMACY CONTAINER PROPERLY LABELED. Over the counter medications must be unopened in a factory-sealed package.*

*The Los Lunas Schools Board Policy #7.20 states that medication will be given ONLY when it is necessary for a student to remain in school. This is for both prescription and non-prescription medication. A MEDICATION AUTHORIZATION FORM, available at the school, needs to be filled out by BOTH PHYSICIAN AND PARENT for each medication to be given. After the completed form and medication is brought to the Nurse's Office, the medication can be given as ordered. Any medication changes will require a new authorization form. If you have any questions, please speak to the School Nurse.*

*Pre-existing Medical Conditions:*

*(Examples: Asthma, Allergies to Medicine/Food/Insect Bites/Stings, Diabetes, Seizure Disorders etc. If your child has a pre-existing medical condition, please notify the nurse, administrative office, your child's teacher, in writing, to make sure that the condition is noted on your child's medical records and emergency card. If a specific diet is needed (examples: dairy or peanut allergy) a Diet Prescription form, available at the school, needs to be filled out by the child's physician.*

*Medical Emergency Response Team*

*A "Code Blue Team" has been established at the school site to respond to life threatening emergencies. The team responds to medical emergencies, gives immediate First Aid, and contacts the appropriate medical facilities to safeguard the lives of the students in our care. Please be sure to update Emergency Card phone numbers whenever they change. It is very important that we have a current phone number and address for you.*

*VISION AND HEARING SCREENING*

*Vision and Hearing Screenings are routinely done for Pre-Kindergarten, Kindergarten, first grade, and upon request for all other students. Vision screening is routinely done for third grade. The parents are notified if the student does not pass a screening.*

*LOST AND FOUND*

*The school is not responsible for the loss of articles. Once a year, all items in the lost and found will be cleaned out and donated to a local agency. All personal items should be labeled in order to facilitate the identification of the owner. The lost and found box is in the cafeteria.*

*PARENT/STUDENT GRIEVANCE PROCEDURE*

*Board Policy 7.18*

*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.*

*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

## PARENT/TEACHER CONFERENCES

Conferences are normally scheduled at the end of the first and approximately four weeks after the second grading period. The exact dates are listed in the calendar. The Los Lunas Schools have designated dates for these conferences to help build parent/teacher communications and to report student progress. We strongly urge your participation. Students will be dismissed from school at 1:00 on conference days. Teachers will contact parents to schedule conferences. Parents and school personnel may schedule additional conferences during the school year.

## Classroom Transfer Procedure

A student may be transferred to another class only after parents have followed this procedure.

- Meeting with parent(s) and teacher to discuss problems in classroom.
- Letter to principal stating reason for transfer
- Meeting with parent, teacher and principal to discuss transfer
- Following a 30-day period, if administration feels the problem has not been resolved and a letter has been provided, the principal may transfer the student into another classroom. Discretion is left up to administration to move students. Parents may not request the classroom.

## PLAYGROUND RULES

1. Students will use appropriate language at all times and be considerate of others feelings.

a. No mean or hurtful statements will be allowed (making fun of another person's name, appearance, abilities, etc.). No profanity or dirty language will be allowed.

b. No games will be closed. Students are expected to let any student join into a game and share equipment. There may be times where the student will need to have a partner join with them to keep the teams even or perhaps a game that has been closed by a playground supervisor or teacher because there is no space for more students to join.

2. Students will keep their hands, feet and objects to themselves.

a. Fighting is absolutely forbidden and will result in a referral to the principal. Hitting, pushing or play fighting on the school grounds is not allowed.

*b. Wrestling, tripping and shoving are forbidden.*

*c. Throwing sticks, rocks or other objects is prohibited.*

*3. Personal items, toys and anything considered unsafe is not permitted at school.*

*a. Unsafe items (such as knives, matches, lighters, cap guns, real or play guns, firecrackers, etc.) are not permitted at school and could result in suspension or expulsion.*

*b. The following items are not to be brought to school: cell phones, toys, dolls, iPods, hand held gaming devices, fidget spinners, and other non-educational items unless the item is needed for a class activity and a teacher has given written permission.*

*c. Skateboards, roller blades, shoes with rollers, and skates are not permitted on the school grounds.*

*4. During lunchtime, all food will remain in the cafeteria. No gum, wax or similar chewing material will be permitted on the school grounds.*

*5. Students will remain in the designated playground areas.*

*6. Students may not play in areas out of sight of the Playground Supervisors. They may never play behind or between the portables, or inside the buildings.*

*7. Writing on walls, furniture or any vandalism will result in an immediate referral to the principal.*

*Students are expected to respect their environment and public property.*

*\*The physical education teacher will review playground rules in PE classes. Parents are asked to review these at home. The rules for the playground are extensive because there are many safety precautions, which children must take to avoid injury to themselves and others.*

#### *Playground Safety*

##### *Slides:*

*1. We will use the stairs to get to the top of the slide.*

*2. We will be sure that only one person is using the slide at a time.*

*3. We slide by sitting down keeping our legs straight in front of us.*

*4. We will not walk up or down the slide.*

##### *Jungle Gym Structure:*

*1. We will keep our hands off others while they are playing on any jungle gym.*

*2. We will not play tag or run on the equipment.*

*3. We will keep our feet to ourselves.*

*4. We will not jump or leap while on these structures.*

*5. We will only travel up and down the equipment and not park*



*6. We will not climb on or over each other or use others for climbing.*

*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.*
- 5. We will not twist the swings to make them shorter.*
- 6. We will swing sitting on our bottoms only.*
- 7. We will not push other students on the swings.*

*Rock Walls:*

- 1. We will only climb up and down the rock wall.*
- 2. We will not jump off this structure.*
- 3. We will not climb on or over each other or use others for climbing.*
- 4. We will always use the rule of three when climbing – two hands and one leg at all times or two legs and one hand at all times.*
- 5. We will not sit on top of the rock wall.*

*Chin Up Bars:*

- 1. We will use the bars to pull ourselves up.*
- 2. We will not put our legs around the bar.*
- 3. We will not spin or sit on top of the bars.*

*Cement Area near buildings:*

- 1. We will not run in that area.*
- 2. We will only use that area for 4-square, hopscotch and jump rope.*

*Monkey Bars:*

- 1. We will be sure only one person at a time is using the monkey bars.*
- 2. We will keep our feet to ourselves.*
- 3. We will not get on top of the bars.*
- 4. We will not run or stand under the bars.*
- 5. Kindergarteners are not allowed to use the monkey bars.*

*Basketball Court:*

- 1. We will use basketball courts to shoot hoops or play scrimmages.*
- 2. We will only shoot hoops on the court.*
- 3. We will limit teams of up to five players.*
- 4. We will follow standard basketball rules.*
- 5. We will play basketball scrimmages on the court.*
- 6. We will not play soccer, tag, or kickball in the basketball area. They can be played on the field.*
- 7. We can jump rope or play 4-square on the paved area.*
- 8. We will not bring baseballs, softballs, gloves, or bats to school.*

*Field*

- 1. We can play tag, soccer, and numerous games and activities.*
- 2. We will not tackle, do gymnastics, or play rough on the field.*
- 3. We will stay out of the trees, shrubs, and fence area.*

*Areas that are Off-Limits:*

- 1. If a ball or any other object goes over the fence or into a parking lot, we will ask an adult for assistance.*
- 2. We will not climb over the fence to get a ball or any other item.*
- 3. We will not leave the playground to talk to any adult in the parking lot.*
- 4. We will stay out of the trees, shrubs, and fence area.*
- 5. We will stay away from the building doors and cement area near the wing, old, and kindergarden building.*

*Food on the playground:*

- 1. We are allowed to have snacks and drinks on the playground that are not family size bags or boxes.*
- 2. We are not allowed to have snacks at recess lunch.*
- 3. If we are eating suckers, we must sit in the circle area or at a table until we are done.*
- 4. We will throw ALL of our trash in the trashcan.*

*END OF RECESS PLAY*

*The bell rings at the end of recess tells students to stop play and report to their class line. Any student who does not stop play at the bell can lose their recess privilege for the next recess. Students should line*

*up with their class at the designated spot at the end of recess. They should not be running, chasing, or pushing one another.*

#### **EMERGENCY SIGNAL**

*In the event of an emergency, it might become necessary for all students to stop play. The signal for students to stop all play is the sound of a long whistle or the bell. At the sound of the long whistle or the bell, everyone must stop all activity immediately and freeze where they are. Students must then listen for special directions.*

#### **PUBLIC DISPLAYS OF AFFECTION**

*Students engaging in PDA behavior (i.e. kissing, holding hands, long hugs, etc.) at school could possibly have the following consequences:*

*1st offense: parents will be called*

*2nd offense: 1-day OSS*

*3rd offense: 3 days OSS*

*Staff will use discretion when identifying PDA behavior. The site administrator reserves the right to make the final determination.*

#### **PUPIL PROGRESS/REPORT CARDS**

*Report cards are issued each grading period. Report cards reflect achievement in class work, attendance, and behavior. Report card dates are posted on the district calendar. Progress reports will be issued at the mid-point of the grading period.*

#### **REGISTRATION**

*All student registration will be submitted online under Student Registration on the LLS web site. New students may register at any time. Please notify the office if your child requires any special accommodations (such as IEP, 504).*

#### **SELLING**

*Students may not sell any items on school grounds unless they have obtained permission from the principal.*

#### **SEXUAL EDUCATION POLICY**

*In grades, K-6 the emphasis shall be on teaching nonspecific refusal skills, family life skills, values, body awareness, and enhancement of self-esteem. (Nonspecific refers to generalized teaching in these areas without specific emphasis on sexuality.)*

*Parents will be notified in writing by school staff on any occasion when formal instruction related to the human sexuality curriculum is taking place. Parents are encouraged to contact teachers to find out when Sexuality Education programs will be taught. Parents are welcome to preview the materials and attend class sessions. A Board appointed committee shall establish guidelines and review the curriculum*

*content and materials to insure compliance to board policy 6, 7, 8.3. For more detailed information on the Sexuality Education policy, contact school officials for a copy.*

## **STUDENT ARRIVAL TIME ON CAMPUS**

*Students are not allowed to be on campus until 8:25 a.m.*

## **STUDENT CHECK OUT**

*Every person checking out a child MUST present a picture ID. Students will not be permitted to leave the school grounds during school hours with any adult other than the parent or legal guardian who is listed on the emergency card, without prior arrangements. Parents/guardians must report to the office to check out their child. Students will be called out of the classroom to the office. Parents are not permitted to go directly to the classroom. Attendance is very important to the educational success of students. Attendance records, including tardies and leave early (students who arrive after 8:40 AM or leave before 2:55 PM. The absences are recorded in the school system and are reported to the State Department of Education.*

## **STUDENT INSURANCE**

*Officials of the schools have arranged for you to purchase insurance at a nominal cost. Accident insurance packets will be sent home with all students at the beginning of the school year. Please check the type of protection you feel is necessary and return it with your remittance.*

## **TARDY**

*If your child is late to school for any reason, they must be escorted to the office and signed in. Students will then be issued a tardy slip. If a student accumulates three tardies, it will count as one absence. Parents will be contacted with regard to continued tardiness. A student is tardy if he/she arrives after 8:40 AM.*

## **TELEPHONE**

*Students will be allowed to use the phone in the office during their non-instructional times only. Responsibility must be learned. Work with your children to help them to remember their books, lunch, homework, and other items. Students will not be called out of class to accept phone calls.*

*BEGINNING AT 2:40 WE WILL NOT TAKE ANY MESSAGES unless it is an emergency.*

## **TEXTBOOKS**

*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 him or her. Report cards will be withheld at the end of the year until fines are paid.*

## **VISITORS**

- *Visitors to the classroom must be 18 years or older.*
- *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. Parent volunteers or other visitors will only be*

*admitted to classrooms if the teacher has notified the office of the visit. Visitors must make arrangements with the teacher prior to the visit. Visitors will not be allowed on campus unless the teacher is aware of it.*

- 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 sticker.*
  - The Visitor sticker must be worn above the waist and remain visible at all times.*
  - Visitors must comply with all school rules and district dress code while on campus.*
  - Under no circumstances are visitors to approach any child, other than their own, to discuss anything other than a greeting. No parent or guardian is allowed to take pictures of any student.*
  - 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 our discretion. The individual also may be charged with criminal trespass.*
  - Prior to the visitor leaving the school site, they must sign out.*
- We appreciate your cooperation in this matter to keep the children at Peralta Elementary safe.*

## *PRE-SCHOOL VISITORS*

*Pre-school age children are welcome at school, if accompanied by parents, to participate in any activity, which does not involve direct instruction. Acceptable activities include lunch, parties, and school assemblies PRE-SCHOOLERS MUST BE SUPERVISED AT ALL TIMES AND ARE NOT TO BE ON THE PLAYGROUND OR IN ANY OTHER AREA UNLESS DIRECTLY SUPERVISED BY HIS/HER PARENT. Older sister(s), brother(s), or school members are not to be charged with their supervision.*

## *VOLUNTEERS*

*Adult volunteers in the instructional program assist students in a one-to-one or small group-tutoring situation. Volunteers bring talent, love, knowledge and lots of patience to the classroom, which enriches the learning environment. When visiting or help in classrooms, we ask you to follow a few simple guidelines:*

- 1. Visitors are asked to arrange their visit 24 hours in advance with the classroom teacher.*
- 2. All visitors are to check in and out at the office.*
- 3. Adults volunteering in the classroom are not to bring preschoolers to the classroom.*
- 4. Older brothers and sisters are not allowed to volunteer in the classroom or to attend field trips.*
- 5. Parent volunteers/visitors will follow District Dress Code.*
- 6. Volunteers must assist in a professional, orderly manner and must follow district policies and procedures. In the event district procedures are violated, volunteers/visitors will be asked to leave the campus and possibly will not be allowed to volunteer at Peralta Elementary. Disorderly or abusive conduct will not be tolerated at Peralta Elementary by visitors or volunteers. Staff will contact Valencia County Sheriff's Office to assist with disorderly conduct.*

## *VOLUNTEER BOARD POLICY 5.24*

*The willingness to provide volunteer services to the Los Lunas Public School District is supported and appreciated by the School District. Parents and community members are encouraged to act as volunteers in assisting with the educational mission within the legal framework in which Los Lunas Public School District operates.*

*Individuals who volunteer their services to state or local governments and receive no compensation are excluded from the definition of "employees" and are thus excluded from coverage. An employee of a state or local government may not volunteer to his own agency services of the same type the employee is employed to perform.*

*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 (\$40.25 paid by the volunteer or the requesting school);*
- 2. Waiver statement and volunteer information sheet.*

*The Human Resources Department will notify the school when the paperwork is complete. Once the school receives notification, the school may contact the volunteer to report to the school.*

*Supervision of volunteers in the schools shall be the responsibility of the principal or delegated staff members. As a rule, volunteers should not have unsupervised access to a student or students. Volunteers must be in the constant presence of school personnel. A special situation may arise which will cause a volunteer to be unsupervised. If such a situation arises, the volunteer having unsupervised access to a student or students and not in the constant presence of school personnel will be required to obtain a FBI criminal background check (cost approximately \$45 paid by the volunteer). Volunteers will not be allowed to have unsupervised access to a student or the Human Resources Department receives students until the results of the criminal background check.*

*Volunteers that have obtained a recent criminal background investigation through an established mentoring program such as Big Brothers/Big Sisters and Children, Youth and Families may obtain a waiver if appropriate documentation is supplied.*

*Volunteer will comply with all policies and procedures of the District, including, but not limited to, policies requiring an individual to undergo criminal background checks, to maintain the confidentiality of student records as required by the Family Education Rights and Privacy Act (FERPA), to comply with the District's policies on computer use policy, Drug Free Work Place Act, and sexual harassment.*

*Volunteer is not an employee of the District and shall not accrue any rights to compensation, leave or other benefits of employment.*

*Volunteer agrees he or she will provide services subject to the direction and supervision of District employees.*

*Volunteer agrees that the District may at any time, in its sole discretion, terminate a volunteer's services to the District.*

## **WITHDRAWALS**

*The procedure for a student who is withdrawing from the Los Lunas Schools is as follows:*

- 1. Parent/guardian consent is required.*
- 2. Pick up a withdrawal form from the office.*
- 3. Have teacher, librarian and principal sign the forms.*
- 4. Check all books into the teachers.*
- 5. Pay all fines. New Mexico law provides that records may not be released unless all student fines and fees are paid.*
- 6. Transcripts will be released to the proper authority upon receipt of a Release of Records Form from the new school.*

## **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 L.L.S. 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.*