

Student Handbook

Katherine Gallegos Elementary



2023-2024

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Welcome

Welcome to Katherine Gallegos Elementary School! The staff of Katherine Gallegos Elementary is dedicated to creating a safe, positive learning environment in our school. This handbook is designed to provide parents and students with critical information about our school, including rules, procedures, and expectations.

Please read all items carefully. We would like parents and students to be aware of our procedures and refer to the handbook with any questions. Good luck during your time here at Katherine Gallegos Elementary. We hope it will be your most successful year ever.

Los Lunas Schools does not discriminate on the basis of race, color, national origin, sex, age, or disability in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Personnel Office, Drawer 1300, Los Lunas, NM 87031, (505) 865-9636. The Student-Parent Handbook follows guidelines set by the District and the State Department of Education. It is reviewed annually.

Our school vision and focus areas guide our path to school improvement through goals set in our 90-Day Plans. Copies of this plan are available for checkout through our office.

Motto

KGE, the place to be!

Vision

To be the top performing school in New Mexico

Mission Statement

Embracing our community of learners with a flexible mindset to achieve high levels of learning for ALL.

Los Lunas Public Schools

Dr. Ryan Kettler, Superintendent

School Board

Tina Garcia, Board President

P. David Vickers, Vice President Bruce Bennett, Secretary

Bryan C. Smith, Board Member

Eloy G. Giron, Board Member

Katherine Gallegos Elementary

Ms. Teri Gough, Interim Principal

236 Don Pasqual Road

Los Lunas NM 87031

505-865-6223

Sharing Responsibility for Student Success

KGE Daily Schedule

9:00 Bus Arrival and Student Drop Off

9:00 Breakfast

9:15 First Bell Rings

9:20 Tardy Bell Rings

9:25 Instruction Begins for all students

12:00 PreK Lunch

10:50 Kinder Lunch

11:10 1st Grade Lunch

11:30 2nd Grade Lunch

11:50 3rd Grade Lunch

12:30 4th Grade Lunch

12:10 5th Grade Lunch

12:50 6th Grade Lunch

3:25 PreK Dismissal

3:30 Kindergarten Dismissal

3:35 1st – 6th Grade Dismissal

KGE Student Dress Code

Pants/Capris – Must be worn at or above the hips, not oversized or sagging. Pants may not be torn, ripped, shredded, or have holes. Well-fitting joggers are allowed. Leggings are only allowed with a long shirt or dress.

****Torn and shredded jeans are not appropriate for the school setting.**

Shirts – Any long sleeve or short sleeve shirts may be worn. Sleeveless shirts are acceptable as long as they are not muscle shirts, spaghetti straps, tank tops, halters, or low-armpit sports jerseys. Straps should be wider than 2 inches. Shirts should be long enough to completely cover both the stomach and back when raising arms up.

****See-through, low-cut, off-the-shoulder, and cropped shirts are not appropriate for the school setting.**

****Clothing that features alcohol, gangs, gang writing, gambling, tobacco, drugs, or are sexually suggestive are not allowed.**

Shorts/Skirts/Dresses – All shorts, skirts, and dresses must be no shorter than 3 inches above the knee.

****Torn and shredded shorts and skirts are not appropriate for the school setting.**

Shoes – For safety reasons, it is strongly recommended that students wear a full shoe or athletic shoe. Slides and flip-flops are not allowed. Sandals with a back strap may be worn but are discouraged.

****Slippers, shoes with rollers, and high-heeled shoes are not appropriate for the school setting.**

Hair – Unnatural hair colors and extensions are not appropriate for the school setting.

Jewelry/Makeup – Only ear piercings will be allowed. No facial or body piercings of any kind are allowed.

****Make-up, including lipstick, is not appropriate for the school setting.**

****Artificial/fake nails of any kind are not appropriate for the school setting.**

Accessories – Hats and hoodies are not allowed in the building.

As per the Los Lunas Schools Student Handbook, each site administrator is responsible for interpreting and enforcing the policy.

Important Information

Emergency Cards

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

numbers or other information changes to the emergency card. Please list at least two current phone numbers.

Immunization Requirements

To attend public school in New Mexico, students are required to have the following immunizations at the times and dosages required by the Department of Health: 4 doses of DTaP, 3 doses of Polio, 3 doses of Hepatitis B, 2 doses of MMR, 1 dose of Varicella (6th), and 2 doses of Varicella. State Law requires that children be immunized for Measles (MMR) at the age of 15 months and receive a second dose of MMR between the ages of 4-6. By law, immunization records must be on file indicating that students have been properly inoculated. Failure to submit current immunization records for the student's file is grounds to dis-enroll the student until proof of inoculation is submitted.

6th Grade only

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

Medication at School

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

Student Check-out

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

No students may be checked out after 3:10 p.m.

Student Arrival and Dismissal Times

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

Per our drop-off procedures, no students will be permitted to enter through the front doors during the drop-off between 9:00 and 9:20. All students in Kinder – 6th grade must be dropped off through the loop.

The School Day ends at 3:35 p.m. Every minute of instructional time counts. **There will be no student check-out after 3:10 p.m.** Students riding buses will board buses immediately following the dismissal bell. Parents transporting students are expected to pick up their child promptly at dismissal time. 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 students after school in the drive-

up areas. School personnel are not responsible for “child care” after school hours. Local authorities will be contacted when parents do not pick up students within one (1) hour of dismissal time.

Per our pick-up procedures, there will be no student dismissal through the front office. All students in 1st – 6th grade must be picked up in the loop. Students in PreK and Kindergarten and their siblings will be dismissed through the south gate.

Parent/Student Grievance Procedure

The primary purpose of this policy is to provide for the prompt and equitable resolution of parent/student complaints as close to the source of the complaint as possible. Therefore, parents/students should address the issue or complaint at the level where the issue arose, i.e., the teacher, coach. If the complaint is not resolved, only then should the complaint proceed to the assistant principal, the principal, the assistant superintendent, the superintendent and as a final arbiter, the Board of Education.

The following timeline shall be followed.

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.

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.

If the parent or student is still unsatisfied, he/she shall appeal to the assistant superintendent or superintendent within three (3) school days. The grievance will be heard within three (3) school days, and a response will be rendered within ten (10) school days.

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.

Procedures for Visitors to School

- 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 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 have been verified, the visitor will be issued a Visitor sticker.
- The Visitor sticker must be worn above the waist and always visible.
- Visitors must comply with all school rules 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 or videos 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 the principal's discretion. The individual also may be charged with criminal trespass.
- Prior to the visitor leaving the school site, they must sign out.
- Visitors for classroom parties/events, should only be the parent/guardian.

Volunteers

Parents, guardians and community members are encouraged to become volunteers at our school. Volunteers should coordinate with the classroom teacher to determine days/times to volunteer. Volunteers to the school must follow the **Volunteer Dress Code Policy**:

- Dresses: Length of dresses and skirts need to be as long as the longest finger when arms are hanging down. Low cut dresses are not permitted. Spaghetti strap or halter dresses are permitted only if covered with a sweater or jacket.
- Pants/Capris: Pants or capris may be worn.
- Shorts: Shorts must be longer than three inches above the knee.
- Shirts/Tops: No spaghetti straps, tank tops, cold shoulder, or low-cut shirts (two-inch-wide straps are permissible). Untucked shirts need to cover the waistband of pants or skirts. Inappropriate (profane or graphic) logos, pictures, gestures, etc. are prohibited.
- Tattoos/Piercings: Inappropriate (profane or graphic) tattoos must be covered at all times.

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

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

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

I. The District supports and appreciates the willingness to provide volunteer services to the Los Lunas Schools. Parents and community members are encouraged to act as volunteers to assist the District with its educational mission within the legal framework in which it operates.

II. 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 the volunteer's offer to provide volunteer services to the District:

- A. 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.

- B. Volunteer is not an employee of the District and shall not accrue any rights to compensation, leave or other benefits of employment. The District may reimburse volunteers for mileage, subject to the Mileage and Per Diem Act and may be paid a nominal amount for other charges and expenses approved in the District.
- C. Volunteer agrees he or she will provide services subject to the direction and supervision of District employees.
- D. Volunteer agrees that the District may at any time, in its sole discretion, terminate a volunteer's services to the District.
- E. *All individuals requesting to volunteer in the School District during the school year are required to apply with the Human Resources Department. Volunteers must have the following:*
 - 1. *Criminal background check to be paid by the volunteer or the requesting school; and*
 - 2. *Waiver statement and volunteer information sheet.*

The Personnel 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.

III. An employee of the District may serve as a volunteer only if:

- A. The individual chooses to volunteer solely at his/her option for civic, charitable or humanitarian reasons;
- B. They have no expectation of compensation but may be reimbursed for mileage, subject to the Per Diem and Mileage Act and may be paid a nominal amount for other charges and expenses approved by the District; and
- C. Such services are not the same type of services which the individual is employed to perform for the District.

IV. Supervision of volunteers in the schools shall be the responsibility of the principal or site administrator or delegated staff members. As a general rule, volunteers should not have unsupervised access to a student or students. Volunteers must be in the constant presence of school personnel. Special situations may arise which may cause a volunteer to be unsupervised. If such a situation arises, the building-level administrator must approve the volunteer having unsupervised access to a student or students.

All Volunteers shall agree to provide services, subject to the direction and supervision of District employees.

Volunteers shall agree that the District may, at any time, in its sole discretion, terminate a volunteer's services to the District.

Use of School Facilities – LLS Board Policy 4.2

This policy is adopted to govern uses of the grounds, buildings and other facilities of the Los Lunas School District by non-school – sponsored or affiliated persons and organizations. It does not apply to the district's own curricular or extracurricular activities, or to the use of school facilities by recognized student groups or by organizations which operate as recognized adjuncts to the schools' programs, such as parent-teacher associations. Such school related uses are governed by the district's internal operating policies and regulations. Nor does this policy apply to leases of school facilities that are not needed for school purposes, which shall be confirmed in writing in

individual lease agreements.

The facilities of the public school system are provided by the people so that the children of New Mexico may receive the benefits of a sound basic education. However, a local school system may also enhance the quality of life in the communities it serves by making school facilities available for use to non-school-sponsored or affiliated groups for appropriate community-oriented activities.

It is, therefore, the policy of the Los Lunas School Board of Education that the buildings and other facilities of the district be made available, subject to reasonable conditions, to non-school persons and organizations for activities which foster the educational, cultural, recreational, civic, moral, religious or social development of the community when the facilities are not otherwise needed for school-related purposes. The Board believes that the provisions set forth below represent a reasonable accommodation between those community interests and the School district's interests in maximizing use of and protecting its property, in preserving its limited financial resources for the primary mission of educating the children of the district, and in preventing school facilities from being used for activities that pose undue risks of harm to persons or property, or from being exploited for purely commercial purposes.

Policies and Procedures

Abbreviated Schedule

In the event of inclement weather and/or hazardous conditions, the Los Lunas Schools will operate on an abbreviated day basis. On Abbreviated Days, the start-up time for each school will be two hours later than usual; dismissal time will remain the same for all schools. KGE students will be allowed on campus at 11:00 and instruction will start at 11:20. Parents will be notified via the district's automatic notification program. In addition, local radio and TV stations will relay Abbreviated Day information to the public (KOB, KOAT, KRQE).

In the event of a school closure during the day due to extreme weather conditions or hazardous situation, the automated notification system, local radio, and TV stations will inform the public of the emergency procedures. Parents should develop a plan with their children to use for bad weather, Abbreviated Days, or other emergency situations, in case there is no adult at home. Identify a neighbor or a relative for the child to contact and plan for a safe place for your child to stay.

Automated Notification System

Los Lunas Schools uses the REMIND platform to communicate with the community. This notification system is used for notification of community outreach information, school events and notices, attendance notification, and emergency broadcasts for notification of Abbreviated Schedule, early school closure, etc. It is imperative the Automated Notification System has correct phone numbers to facilitate parent/guardian contact. Please provide current contact information to the school office as needed.

Attendance

Regular attendance is necessary for two reasons: (1) it is required by state law, and (2) it is essential to the student's success in school. All students shall be expected to attend school during the Academic School year, in accordance with Compulsory Attendance Law (22-12-1 to 22-12-7 NMSA 1978). Under the district's Truancy Plan, progressive disciplinary action will be taken against any student who is truant. Under a cooperative agreement, referrals can be made

to the Valencia County District Attorney's Office, if students/families fail to comply with the Compulsory School Attendance Law.

Reporting Student Absences

Parents/Guardians must send a handwritten note to the OFFICE within 24 hours of the absence.

All doctor's notes must be submitted as soon as possible. Teacher/Parent Communication Apps are not acceptable as official notifications.

STUDENT ATTENDANCE POLICY

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, or 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, diagnostic commitment, or 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 verified.

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

TIER 1. A student will be in need of whole school prevention when a student has an absentee rate below 5% to include excused and unexcused absences. Whole school prevention strategies will be implemented to support attendance. Attendance supports may include activities (such as whole school campaigns), class attendance competitions, parental notification of student absence through tele-parent or electronic communication, positive behavioral supports (PBIS) to create welcoming school/classroom climates, education nights, social contracts, extracurricular activities, and attendance incentives.

TIER 2. 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.

TIER 3. 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.

TIER 4. 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.

Student/Family referral to CYFD. Continued absences after Tier 4

The Attendance for Success Department will, after consultation with the attendance team, administrator, or designee shall, report the student to the Valencia County Juvenile Probation and Parole Office for investigation as to whether the student should be considered to be neglected or a family in need of services.

If the Valencia County Juvenile Probation and Parole Office determine that the student is a child in a family in need of services, a caseworker shall meet with the family at the school site to determine if there are other services that may be provided. The meeting shall include the principal or other school personnel, and, unless the family objects in writing, any appropriate community service partners that assist Valencia County children and families. The Children Youth & Families Department shall determine if additional interventions, including monitoring, will positively affect the student(s) attendance behavior.

Native American Students. Notification and referrals will be made to the tribal attendance office in which a tribal student resides for intervention services.

Student Attendance Success Teams. Each school site will maintain a Student Attendance Success Team that will address attendance-related issues. The student success team will be composed of a Principal, counselor, teacher, attendance secretary, attendance liaison, and any other personnel deemed necessary by the Principal.

The Los Lunas Schools Attendance Department will keep a database of all students that are receiving intervention services and to ensure that the service providers are supporting the student and family.

The Los Lunas Schools Attendance Department shall conduct home visits and coordinate interventions with families or students that are in need of services.

Cafeteria Services

The Los Lunas School District participates in the National School Lunch/Breakfast Programs. All students will eat receive free breakfast and lunch for the 2023-2024 school year. No forms or applications are needed.

Promoting a Safe, Productive School Environment

The staff of Katherine Gallegos Elementary works with students to provide a school environment that is safe both inside and outside the classroom. Every effort is made to minimize distractions to the learning process. We expect every member of our “School Community” to follow the Code of Conduct and respect the right to learn in all areas of our school.

Playground Safety

Slide

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.

Jungle Gyms, Turning Bars and Twirling Equipment

1. We will be sure to keep our hands off others while they are playing on any jungle gym and/or turning bars.
2. We will not play tag or run on the equipment.
3. We will keep our feet to ourselves.
4. We will not jump or leap from the top of these structures.

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.

Cement Area on East Playground (closest to the building)

1. We will not run in that area.
2. We will only use that area for 4-square and jump rope
3. We will not walk on top of the planters.

Tetherballs

1. We will wait in line for our turn.
2. We will not kick the tetherballs.
3. We will be respectful and follow the tetherball rules.

Turf

1. We will not play football, tag, or kickball on the turf.
2. We always keep our shoes on, even when sitting and visiting with a friend on the turf.

Basketball Court on Playground and by Turf

1. We will play only basketball on the basketball courts.
2. We will not play football, soccer, tag, or kickball in the basketball area. They can be played on the field.
3. We can jump rope or play 4-square on the paved area of the courtyard not used for basketball.

4. We will not bring baseballs, softballs, gloves, or bats to school.

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.

Classroom Rules

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

Closed Campus

Los Lunas School District Schools follow closed campus rules. Students may not leave the campus unless they have been properly checked out of the office or have a signed permission slip for a school-sponsored field trip. Parents are not allowed in the hallways or classrooms before the school day (8:25 a.m. – 9:25 a.m.) unless an appointment has been made with a teacher.

Additionally, for the safety and security of our students, all outside doors will remain locked at all times.

Disruptions to the Learning Process

Every effort will be made to minimize any disruptions to the instructional program of our classrooms. Announcements will be made at the beginning of the school day and, when necessary, during the school day. We also ask that there be no deliveries to students; this includes balloons, flowers, or stuffed animals.

Parents are asked to make after-school arrangements with their child before they leave home in the morning. We cannot change a student's after-school transportation by telephone because we cannot verify who is making the request.

Positive Behavioral Interventions and Supports (PBIS)

is a proactive approach for teachers and staff in adopting behavioral interventions that promote academic success and positive social behavior outcomes. PBIS promotes positive life skills and reduces negative behaviors so all students can succeed. KGE has adopted R.O.A.R.S. (respectful, organized, accountable, responsible, and safe) as our school mantra. Students can earn

“Tiger Tickets” from any staff member for demonstrating positive behavior. Once a student has earned enough tiger tickets to complete their punch card, the card can be redeemed for a prize from the school store.

School Discipline

The Los Lunas Schools Discipline Handbook establishes expectations for all students. The handbook is accessible on the LLS Safety & Security website (www.llschools.net). All revisions, corrections, or additions will be posted regularly on the website. The website document will be considered current and takes precedence over any and all previously printed handbook editions.

It is the reader's responsibility to refer to the document on the website for updates and new information. All schools follow the approved guidelines for discipline outlined in the Los Lunas School District Discipline Handbook.

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

Bullying

Bullying behavior by any student in the Los Lunas Schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Bullying" means any *repeated and pervasive* written, verbal or electronic expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more students in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Bullying includes, but is not limited to, hazing, harassment, intimidation or menacing acts of a student which may, but need not be based on the student's race, color, sex, ethnicity, national origin, religion, disability, age or sexual orientation that a reasonable person under the circumstances should know will have the effect of:

- Placing a student in reasonable fear of physical harm or damage to the student's property; or
- Physically harming a student or damaging a student's property; or
- Insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.
- Students and parents may file verbal or written complaints concerning suspected bullying behavior to school personnel and administrators. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, up to and including suspension and/or expulsion.

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Be the Best You Can Be!

- I will ask myself these questions when making decisions: Is it safe? Is it courteous? Is it my best work?
- I will be on time for school and arrive no earlier than 8:45 a.m. and I will go directly home or directly to day care when I am dismissed at the end of each school day
- If I have a problem with someone, I will try and discuss it with that person. If that does not work, I will ask a staff member or parent volunteer to help us reach a compromise.
- I will treat others with respect. I will not use profanity, vulgarity, racial slurs and/or put-downs.
- I will respect school property and the property of others.
- I will not cause, attempt to cause or threaten to cause physical injury to another person.
- I will not bring dangerous objects. This includes matches, knives, firearms, ammunition, and/ or explosives.
- I will remain drug-free. I will not possess and/or use alcohol, tobacco, cigarettes, or drugs.

- I will take the school/class newsletters home to my parents so that my parents can remain informed.
- I will follow all the school, classroom, restroom and playground rules.

Consequences for Unacceptable Behavior

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

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

Hot Slips

If a student receives a verbal warning for disregarding a school rule and does not immediately correct the action, staff will issue the student a hot slip may also be issued immediately, without verbal warning, based on the severity of the infraction. The Hot Slip describing the student's actions will be given to the student's teacher. The teacher will set the consequences and send a copy of the Hot Slip home to parents. Parents are asked to sign the Hot Slip and return it to the teacher the next school day. When a student has received three (3) hot slips, the teacher will submit all three (3) hot slips to the principal/assistant principal for a consequence. The teacher will document what has occurred and provide information regarding the steps that have been taken to assist the student. The principal/assistant principal will meet with the student and contact the parents to arrange a conference. Consequences assigned could be Out of School Suspension (OSS) and/or other disciplinary actions. The assistant principal will be in charge of discipline for grades Pre-K through 3rd grade and the principal will handle discipline for grades 4-6. Serious offenses will be handled by both.

Severe Clause

When a student's behavior endangers the safety of self or others and/or significantly interferes with the instructional process, the student will be immediately removed from the setting and referred to the principal, assistant principal or counselor. The principal, or assistant principal, will notify the parents and schedule a conference to discuss the incident. The outcome of the conference will determine the action to be taken to correct the situation.

Weapons

This policy is enacted to implement the requirements of the Federal Gun Free Schools Act of 1994, 20 U.S.C., 8921 and N.M.S.A. 1978, 22-5-4-7, and it is the intention of the Board that it be interpreted broadly to conform to these provisions of law. The District's policy relating to weapons on school property are set out in full in the L.L.S. Student Behavior Handbook. If you have questions about this policy, please refer to the Los Lunas Schools Student Behavior Handbook or contact the administrator for the full text of this policy. Please note that "toy" weapons or "look alikes" should never be brought to school. We cannot condone students playing games or

discussions related to guns, weapons, war, etc. The drawing of weapons and/or violent actions will be referred to office.

School and Classroom Policies

Classroom Assignments

Information is gathered from parents and staff relating to the learning styles and needs of each student. The principal works with teachers to develop balanced classrooms that best meet the educational needs of students. Class lists reflect a balance of boys and girls, a broad spectrum of achievement levels, and an ethnic balance that is representative of the student population. A change in classroom assignment will not be considered until after the first 4½ weeks of school. Additionally, the guardian must provide a written letter documenting the reason for the request, and schedule a meeting with the teacher and principal/assistant principal.

In the event classroom number exceeds state guidelines and an additional grade level class can be made, students moving to the new classroom will be based on their date of enrollment.

Communication

KGE staff can be contacted through email. To protect the educational process, please understand that if trying to contact a staff member or administration during the school day, our office staff will put you to their voicemail. Voicemails and emails will be returned within 24 hours.

Field Trips

Field Trips are designed to enrich a student's learning. Each student must have a signed written permission form on file prior to leaving on any trip. Failure to return a signed permission form prior to the trip will result in the student's inability to participate. Students are to exemplify good behavior to maximize their learning experience. Students participating in field trips are expected to stay with the school group during the entire trip, including the return to school. Any exceptions must be approved in writing by the school principal or designee with 24-hour notice. Students who must have medications on a field trip, need written doctor and parent permission. This includes Tylenol and cough syrup, etc. It must be in the properly labeled container. Check with the school nurse if your child needs to have medication on the field trip. The district medication policy will be followed. Students must abide by all school rules and bus regulations during a field trip, as this activity is sponsored by the school. Infractions of school rules and bus regulations will result in appropriate consequences. Parent volunteers are encouraged to assist in supervising their student's safety and learning. **District Risk Management procedures do not permit non-enrolled children to participate in field trips. Parent chaperones may not bring other children to school sponsored field trips.**

Safety Evacuation Drills

By law, fire drills and codes must be conducted periodically. Drills are not to be taken lightly or just as a period of time away from the classroom. Each drill and code should have as a primary assumption that there is an actual hazard. Students should move quickly and quietly through the assigned exit or the nearest exit. Horseplay and stops at the fountain and/or restroom are to be avoided. Students will remain clear of the building, at a safe distance, or follow code procedure until the signal to return is heard. All students should face away from the building during the drill. Other safety drills that students will participate in include shelter-in-place, evacuation, relocation, and lockdown.

Insurance

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

Lost & Found

The school is not responsible for the loss of articles. All personal items should be labeled in order to facilitate the identification of the owner. Any non-educational items should not be brought to school (toys, electronics, etc). A "Lost and Found" chest is located by the cafeteria.

Parent Conferences

The district sets Parent Conference Days twice a year. Students in grades PreK-6 will not have school that day. Teachers contact parents to schedule a conference during Conference Days or other times as needed. We encourage parent participation in all conferences. Conference days for the 2023-2024 will be Wednesday, October 25, 2023, and Wednesday, February 28, 2024.

Presentation of Films or Videos

Film is one of a number of media forms that is used by the classroom teacher to meet students' varied styles of learning; to stimulate critical thinking skills and to communicate ideas, thoughts, and artistic expression. Teachers use standard selection guidelines and their professional judgment in selecting all materials used in the curriculum. The selection of films or videos will be made from "G" rated categories in all K-6 schools. If a PG movie is going to be shown, a permission slip will be sent home to parents prior to the showing of the film. The teacher will always preview any media prior to its use in the classroom.

Religion in the Schools – Board Policy 6.6

The Board recognizes that religion has played an undeniable role in the formation of the world's peoples, its civilizations, the foundation of our country, and the lives of its citizens. The place of religion in our society should be recognized as an important one.

At the same time, under the Constitution of the United States, our schools may neither actively sponsor, nor interfere with religion.

The proper role of religion in public schools is in its educational value in the study of subjects such as history, literature, and art, and in non-religious recognition of the place of religion in society. In that capacity, and when appropriate within the curriculum, the subject of religion can provide a basis for schools to teach our children about various belief systems, and their current and historical impact on human culture. The nonreligious study of religion also provides a basis for the schools to play a vital role in instilling understanding, tolerance, and mutual respect among people of different backgrounds.

Telephones and Cell Phones

The telephone in the office is a busy one. Parents and/or guardians are encouraged to refrain from using telephones to relay messages to students except in emergency situations. Please try to take care of childcare arrangements before the children leave for school each day. Students may bring a cell phone or watch phone to school with the following restrictions:

Cell phones/watch phones are to be off and out of sight from arrival to dismissal each school day. Phones seen in use will be taken from the student immediately.

Violation of these restrictions will result in the forfeiture of the phone. The phone will be returned to a parent/guardian.

Testing

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

Textbooks/Student Books/Library Books

Textbooks/student books/library books 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 any book(s) issued to a student. If a student changes teachers or withdraws from school, the student must return all books that were issued by the former teacher. Parents are encouraged to locate a special place at home for a student to keep texts and library books to prevent loss. Final report cards will not be issued if all textbooks/library books are not returned or paid for.

Transportation

Student transportation is a privilege extended to students who qualify for transportation pursuant to statutes 22-16-2 NMSA 1978 Compilation. Students who ride the school bus are expected to obey all state and local regulations governing student transportation. Kindergarten students must have an adult meet them at their bus stop for pickup. If an adult is not there, the students will be returned to school. These rules and regulations apply to daily transportation to and from school and on school-sponsored activity field trips. Bus drivers will review bus rules with the students. Students who do not follow bus rules and procedures will be issued a Bus Conduct Report by the driver. Students who fail to correct their behavior on the bus and endanger the safety of other passengers will be referred to the principal or assistant principal, or his/her designee, for further action. This action may include the loss of bus privileges (Bus Suspension) in which case the parents are responsible for transporting their child to school. Conferences will be held with the student and parent/guardian to develop a plan to correct the behavior.

Transfers/Withdrawing

Parent or guardian must bring ID. Parents will complete a withdrawal form with the school secretary. All textbooks, library books and school materials must be returned to school. Book fines or cafeteria charges must be paid when a student withdraws from school. Records will be forwarded to the receiving school when a parent release is received and all school fees are paid.

Video Monitoring

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

Student Support Services

All Learner Days

The students and staff of Los Lunas Schools will participate in four All Learner Days throughout the 2023-2024 school year. These days allow for an opportunity to engage in project-based learning, professional development and training, and district-wide collaboration. All Learner Days for the 2023-2024 school year are August 30, 2023, September 27, 2023, January 31, 2024, and April 24, 2024.

Art Education

Katherine Gallegos Elementary offers all students art instruction at least one time per week. The objective is to enable each child to become more perceptively aware through the introduction to and study of the particular disciplines of art: its concepts, techniques, processes, history, and the building of the skills to accommodate these. Some are blended with a pragmatic application; the correlation of art with other disciplines, such as social studies, language arts, and mathematics. All this work is directed towards assisting each child to use art experiences as a base for constructive thinking for making visual critical judgments.

Counseling Services

Counseling services are available to all students. Our counselor works with students, families and staff to promote successful school experiences for our children. Activities focus on self-esteem, responsible choices, work habits, and other topics. Parents may contact the office to arrange an appointment with our counselor.

Health Services

The Los Lunas Schools employ nurses to provide essential health services. The school nurse works with students, staff and parents to provide current information on health, hygiene, and safety. The nurse conducts vision/hearing screenings and maintains health records for all students. According to District Policy, NO MEDICATION OF ANY KIND (including aspirin, throat lozenges, and over the counter drugs) can be administered at school without a written order from a doctor and parent. Students must be fever free for 24 hours without fever reducing medication before returning to school. A fever is considered a temperature of 100.4 or higher.

Library Services

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

Multi-layered System of Supports (MLSS)

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

Music Education

Katherine Gallegos Elementary offers all students general music instruction once per week for 45 minutes. General music is a non-performing music class to learn more about music appreciation and about the elements of music such as melody, harmony, notation, tempo, dynamics, expression, articulation, style, rhythm, and form. Students are involved in listening, analyzing, composing and improvising music, as well as playing instruments, dancing, and singing. The major emphasis of music class is to provide students with a variety of musical experiences and activities. The music curriculum used consists of a well-organized sequence of developmentally appropriate experiences leading to defined skills and knowledge. The program is designed to actively involve students of all learning modalities using a variety of materials.

Physical Education

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

Section 504

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

Special Education Services

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. Parents 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 parents and staff to determine the child's most appropriate educational program placement. Parents are notified of eligibility and must give permission for any special education program placement.

Students who qualify for an Individualized Education Plan (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.

Student Assistance Team

The Student Assistance Team (SAT), which includes school staff, parents, and the student (when appropriate), is a team that utilizes a positive, problem-solving intervention process. The purpose of the SAT is to create a learning environment that contributes to the achievement, well-being, and success for students. This is a general education process that uses a systematic, positive, problem-solving approach to clarify problems and concerns, develop strategies to address areas

of need, mobilize and coordinate resources, provide for a system of accountability with measurable outcomes and lead to success for all students.

SAT assists students by ensuring that the school and community are doing everything possible to help students succeed. Students are most successful when there is a strong spirit of cooperation between home, school, and community. Based on this shared responsibility, the SAT meets to explore possibilities and strategies that will best meet the educational needs of students, and that support teachers and parents. The SAT includes the most important people in the student's life; parents or caregivers, teachers, counselors, specialists, wellness staff, school administrators or designees, and any other school or community members who can provide support. SAT intervention plans require participants to look at the student in a holistic manner. Each element in the SAT process provides essential information that assists the team in developing a successful intervention plan based on student strengths.

Teachers of English to Speakers of Other Language (TESOL)

Katherine Gallegos Elementary has certified TESOL teachers at most grade levels who will service students based on English Language Proficiency Screening and/or the Los Lunas Schools Language Usage Survey (LUS). The goal of the Los Lunas Schools is to provide English language support through the grade level content. These services are provided in the regular classroom during the instructional day and focus on the child's language and academic needs to ensure success in school. For more information, contact the school principal.

Technology

Every student at KGE is issued an iPad for educational use. Students at Los Lunas Schools are expected to use the provided technology to support and enhance education, communication, and workflow. In order to facilitate a safe and functional learning environment, students are expected to adhere to the policy and procedures outlined in the LLS Technology Handbook and in the LLS Board Policy 6.17 – Acceptable Use. Katherine Gallegos Elementary is also equipped with a computer lab. All students visit the computer lab on a scheduled basis. The computer lab assistant provides activities to encourage technology skills, including computational thinking, creative communication, and digital citizenship as lifelong learning skills. Additionally, each school site has a designated Site Educational Technology Coordinator to provide relevant professional development to impact transformational learning with digital technology, focusing on the essential skills taught to our students.