



2023-2024

Student-Family Handbook

Bosque Farms Elementary



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Los Lunas, NM
87031

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Welcome

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

Please read all items carefully. We would like students and families to be aware of our procedures and keep this handbook handy for use during the coming year. Enjoy your time here at Bosque Farms Elementary. It will be our most successful year yet!

I ROAR at BFE by showing:

I – Integrity

R – Responsibility

O – Ownership

A – A Jaguar Attitude

and

R – Respect

to myself, my schoolmates, and adults that care about me.

I ROAR at BFE!!!

Best wishes for a successful school year!

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-Family Handbook follows guidelines set by the District and the State Department of Education. It is reviewed annually. Our school vision, mission, values, and initiatives guide our path to school improvement through goals set in our 90-Day Plans. Copies of these plans are available for checkout through our office.

Los Lunas Public Schools
Dr. Elder, Interim Superintendent

Principal

Deanna Herrera

Assistant Principal

Adam Hulskamp

Pre-Kindergarten

Anita Read

Bernie Trujillo

Kindergarten

Annette Fiedler

Becky Gale

Janna Mills

1st Grade

Sara Carrasco

Tiffani Gonzales

Stacie Otero

2nd Grade

Emily Garcia

Ila Medina

Tanya Strong

Katie Talbert

3rd Grade

Sarah Elizabeth MacKenzie

Nikki Salazar

Adrienne Smith

4th Grade

Charlene Jaramillo

Amanda Ridgeway

Stacy Solorzano

5th Grade

Jennifer Blair

KC Ortega

Keith Sedillo

6th Grade

Katie Hulskamp

Jennifer Terrell

Donna Welch

Special Education

Joan Culver

Michelle Krylowicz

Allison McCune

Suzanne Sais-Mirabal

Instructional Support

Salena Aragon – Learning Innovations Coach

Jocelyn Gibson – Inclusion Support Coach

Ruth Garcia – Social Worker

Teresa Lara – Occupational Therapist

Jonathan Esquibel – Physical Therapy

Steven Aragon – Recreational Therapist

Heather Licini – Speech Language Pathologist

Jenny Polson – Speech Language Pathologist

Kathy Schneider – Visual Impaired Teacher

Andrea Russell – School Counselor

Melissa Moore – PE Teacher

Jamie Scott – Art Teacher

Nicole Roybal CdeBaca – Librarian

Tammy Silva – Computer Lab

Samantha Hughes - Substitute

Educational Support Providers

Erika Chavez – Pre-K

Marissa Chavez – Pre-K

Tyler Blair – Special Ed (CEL)

Kathy Blea – Special Ed/Third Grade

Tialisa Gurule – Special Ed (CEL)

Esther Maez – Special Ed/Second Grade

Rose McClellan – Special Ed (CEL)

Marie Sedillo – Special Ed (CEL)

Theresa Pearson – Kinder

Lorina Sandoval – Kinder

– Kinder

Office Staff

Kristine Chavez – Secretary III

Shawnta Jones-Tafoya – Secretary I

Erin Manus – Nurse

Adam Barela – School Resource Officer

Crossing Guard

David Luna

Nutrition

Tammy Vestal

Georgie Gallegos

Terri Vargas

Custodial

Steve Davis

Michelle Duran-Etling

Barbara Fernandez

Adilene Ruiz

Aides-de-Camp

Amy Madison

Pam Mitchell

Mission

Fundamental Purpose

Bosque Farms Elementary ensures success for all children, every day.

Vision

Compelling Future

Bosque Farms Elementary...Simply the Best!

Values

Collective Commitments

Staff

- Meet the social and emotional needs of both staff and students on a daily basis.
- Use a clear and consistent approach to student behavior in response to expectations as outlined in our student-parent handbook.

Administration

- Support the well-being and learning of students, staff, and families in that order.
- Observe and provide descriptive, actionable feedback to all staff every two weeks.

Teachers

- Use comprehensible learning targets with academic vocabulary that specifies tasks for all core lessons
- Use student work samples to collaboratively inform instructional next steps regularly

Students

- Come to school every day ready to learn and practice the I-ROAR attributes.
- Read grade-level* text every day.
- Write letters, words, sentences, or paragraphs as appropriate in one of the three writing types every day.
- Practice grade-level operational fluency and solve real-world math problems every day.
- *Modified for students who take the alternative assessment

Families

- Support student behavioral expectations and I-ROAR attributes.
- Ensure my child/children are in attendance 95% of the instructional year** and are ready for learning.
- Read, write, and/or solve math problems with my child/children every day.
- **When student absences occur, missing work is completed outside of school

Sharing Responsibility for Student Success

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, e.g. the teacher, the assistant. If the complaint is not resolved, only then should the complaint proceed to the Assistant Principal and/or the Principal, followed by the School Advocate, followed by the Superintendent, and as a final arbiter, the Board of Education.

The following timeline shall be followed:

1. The aggrieved parent/student shall have a right to be heard orally by the staff who shall render a decision within 3 school days.
2. If the parent/student is not satisfied, the grievance shall be presented in writing within 3 school days to the Principal or designee who shall render a decision in writing within 3 school days.
3. If the parent/student is still not satisfied, he/she shall within 3 school days appeal to the Deputy Superintendent or Superintendent. The grievance will be heard within 3 school days and a response rendered within 10 school days.
4. If the parent/student is not satisfied, he/she shall appeal to the Board of Education within 3 school days. The Board shall hear the grievance within 30 days and render a decision within 1 calendar month.

ADOPTED: 01/09/1996; REVISED: 01/14/1997, 11/11/2008

Parent/Teacher Community-PTC:

The Bosque Farms Elementary PTC encourages parent involvement in all aspects of the educational programs in our school. In a combined effort to focus on quality programs for our students, general PTC meetings will be held throughout the year. All PTC meetings are open to the public. PTC meetings are published in our monthly administration newsletter. PTC projects include teacher appreciation, Open House, Book Fairs, field trips, parent volunteer programs, and other fund-raising projects.

All BFE parents and families are welcome to attend the monthly PTC meetings.

Important Information

COVID-Safe Practices:

Bosque Farms Elementary adheres to all CDC/DOH/LLS current COVID-safe practices and protocols. Please see the district website www.ilschools.net for more information.

Emergency Cards:

All students attending 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 three current phone numbers.*

End of Instructional Day:

The school day ends at 3:35 pm. Every minute of instructional time counts. Parents are asked to avoid checking students out of school before dismissal time. 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 should have the student name placard given to families at the start of the year visible on the vehicle dashboard. The placard lets duty staff know that the student can go with that adult. School personnel are not responsible for child care after school hours. Local authorities will be contacted if parents do not pick up students by 4:30 pm.



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

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
- 2 doses of Varicella-KN-5th

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 are grounds to *disenroll* the student until proof of inoculation is submitted.

Language Translation and Interpretation Services:

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



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 Student Medication Authorization Form, see Appendix B for form, on file in the nurse's office. Forms are available from our school nurse. A parent may come to school to administer medication to their child. Absolutely no medications can be in the possession of students without the knowledge and permission of the school nurse.

Parking:

Only authorized vehicles with a handicap placard are allowed to park in the marked handicapped areas in front of the school. Vehicles may not park in fire zones; pick up areas, or bus loading zones. Please adhere to the 15 minute parking in front of the school. Due to our limited parking, parents are asked to park in the northwest parking lot or across the street at the Bosque Farms Village offices if parking for a longer duration is required. *Those individuals who park outside of the fence in front of the building may be issued a ticket by the Bosque Farms Police Department as it is illegal parking.*

**Student Arrival and Dismissal Times:**

Student supervision begins at 9:05 am daily. Students are not allowed on school grounds before 9:05 am.

Student Checkout:

Students will not be permitted to leave the school grounds during school hours with any adult other than their parent/guardian or an 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.* No child will be released to a parent/guardian from the classroom or allowed to wait in the school lobby before the parent/guardian arrives. To safeguard our students, *a valid photo ID is required from anyone picking up students during the school day.*

Procedures for Visitors and Volunteers**Visitors:**

- 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. *Parents wishing to meet with administration will need to schedule an appointment. The teacher is the first point of contact for concerns or questions regarding events in the classroom, e.g. grades, behavior, etc.*
- Visitors to the classroom must be 18 years or older
- Visitors, including parent volunteers, 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 ID and contact information has been verified, the visitor will be issued a visitor's badge.
- The visitor badge must be worn above the waist and remain visible at all times.
- 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.
- 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, please check out with the office.

Volunteers:

- Parents/guardians and community members are encouraged to become volunteers at our school.
- Volunteers should coordinate with the classroom teacher at minimal 24 hours in advance and have administrator approval of days and times for volunteering.
- Please note that BFE will follow all CDC/DOH/LLS guidelines regarding classroom and school visitors.
- Volunteers must check in at the office and receive a visitor's badge.
- Older siblings, cousins, friends, etc. are not allowed to volunteer.
- Volunteers to the school must follow the Volunteer Dress Code Policy.

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, leggings, and capris may be worn. Leggings can be worn with a dress or tunic top.

Shorts: Shorts must be longer than three inches above the knee.

Shirts/Tops: No spaghetti straps, tank tops, low-cut shirts, mid-drift tops, halter tops, tops with bare shoulders are permitted. Shirts with two-inch wide straps are permissible. Untucked shirts need to cover the waistband of pants or skirts.

Tattoos: Inappropriate, profane or graphic, tattoos must be covered at all times.

Jewelry: No jewelry displaying inappropriate language or content, including drugs or alcohol, are permitted.

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

If you would like to become a school volunteer, please contact your child's teacher.

All individuals requesting to volunteer in Los Lunas Schools for more than 40 hours during the school year are required to apply with the Human Resources Department.

Volunteers must have the following:

1. Criminal background check with \$50.00 processing fee paid for by the volunteer
2. Completed Volunteer Agreement Form, see Appendix B for form.

Volunteers must sign and submit to an agreement in which the volunteer acknowledges and agrees that the following obligations or restrictions will apply to the volunteer as a result of the District's acceptance of the volunteer's offer to provide volunteer services to the District:

1. 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, Drug Free Work Place Act, and sexual harassment.

2. Volunteer is not an employee of the District and shall not accrue any rights to compensation, leave or other benefits of employment.
3. Volunteer agrees he/she will provide services subject to the direction and supervision of District employees.
4. Volunteer agrees that the District may at any time, in its sole discretion, terminate volunteer's services to the District.
5. Volunteer has no expectation of compensation for volunteered services. However, the District may reimburse volunteers 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.
6. If a Volunteer is an employee of the District, Volunteer agrees that:
 - a. He/She chooses to volunteer solely at his/her option for civic, charitable or humanitarian reasons and states he/she has not been coerced or forced to volunteer his/her services.
 - b. He/She has 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. Volunteer services are not the same type of services for which the individual is employed to perform for the District.

Policies and Procedures

Abbreviated Schedule:

In the event of inclement weather and/or hazardous conditions, Los Lunas Schools will operate on an abbreviated daily 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.* Parents will be notified through the district's Remind application. In addition, local radio and TV stations will relay abbreviated day information to the public, e.g. KOB, KOAT, and KRQE.

In the event of a school closure during the day due to extreme weather conditions or a hazardous situation, the Remind application and local radio and TV stations will inform the public of the emergency procedures. Parents should develop a plan with their children in the event of inclement 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.



Attendance:

Regular attendance is necessary for two reasons: it is required by state law and 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 the State's Compulsory School Attendance Law (22-12-1 to 22-12-7). Under the Los Lunas Schools Attendance for Success Plan, progressive action will be taken to support 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 written note or e-mail* to the school secretary on the first day the

student returns to school.

Los Lunas Schools Attendance:

The State of New Mexico requires that students between the ages of 5 and 18 attend a public or private school, including charter and alternative schools, or register with the Public Education Department if a parent is providing home school or the student is in a state institution.

- Schools will provide intervention strategies to support students and help parents in getting their student to school each day.
- Chronic Absence-when a student misses 10% or more of the school year for any reason, *excused or unexcused*.
- Absent-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.

All Absences:

- An enrolled student is chronically absent if they have missed 10% or more of the academic year, for any reason, *excused or unexcused*. This amounts to approximately 2 or more days of school within a month, *excused or unexcused*.
- A student must attend more than half of the school day in which they are enrolled to be considered present for the day.
- The school will support students with interventions to help stop excessive absences.
- The school will do what they can to minimize absences.
- School related activities that take a student out of class will not count toward excessive absence totals.
- The school will not allow more than 10 school related absences per class per semester.
- The school may not suspend students for excessive excused or unexcused absences.
- The school may withdraw for absences only if the parent has not contacted the school, and the school cannot reach the student or family to provide support.

Attendance Plan:

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, extra-curricular 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/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/guardian requesting date, time, and place for 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/guardian requesting date, time, and place for 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:

The Los Lunas Schools Attendance for Success Department shall, after consultation with the attendance team and administrator or designee, report a 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 Juvenile Parole Officer determines that a 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 administration 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 student 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.



Cafeteria Services:

Los Lunas Schools participates in the National School Lunch/Breakfast Programs. All students will be offered breakfast each morning from the cafeteria when they arrive at school, until 9:20 am each day. All breakfasts are served free of charge.

All students will be offered lunch free of charge, but students and families are welcome to bring a sack lunch from home. Students are required to eat lunch in the cafeteria or in designated areas each day. All students, whether eating a sack lunch or hot lunch, will have at least 20 minutes to eat before being excused to the playground with the exception of kindergarten that has recess first and then eats. Due to safety and that BFE is a closed campus, we cannot accept Door Dash, Grub Hub, or other food deliveries on campus.

Inclement Weather Recess:

When poor weather conditions occur, e.g. precipitation of rain or snow, freezing temperatures, strong winds, or lightning, inclement weather recess procedures are in effect as follows:

am/pm Recess

Students are to remain in their classroom when an inclement weather recess is announced. Students will be allowed to use the restroom as needed. Teachers will have some activities for these indoor recess times.

Lunch Recess:

When weather conditions do not permit outdoor activity at lunchtime, an indoor lunch recess will be announced by the office. Students will have pre-planned activities in common area learning environments. Students will be allowed to use the restroom as needed.

Religion:

The Board of Education 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 non-religious 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 as per Los Lunas Schools Board policy (6.6).

Remind:

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

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

School Facilities:

School programs and school related activities shall always have priority for the use of school facilities so that the children of New Mexico may receive the benefits of a sound basic education. Subject to those priorities, non-school persons or organizations may use school facilities under LL School Board policy (4.2), see Appendix B.

Promoting a Safe, Productive School Environment

The staff of Bosque Farms 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 learning community to respect the right of all to learn in all areas of our school.

Classrooms and entryways are to remain clear of students before and after school and during recess and lunch breaks. The only exception to this rule is when a teacher or other staff member accompanies a student or group of students.

Classroom Rules:

Teachers will post and send home copies to parents of their classroom expectations, as well as teacher responses to ensure success for all children everyday by the first week of school.

Closed Campus:

Schools in Los Lunas 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.

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.

Expectations for All Students:

- Be Prepared: Bring all necessary materials for class.
 - *This includes the iPad being charged daily*
- Be Respectful.
- Participate and *Be Ready to Learn*.
- Follow School Rules and Playground Expectations, see Playground Safety Rules.
- Follow the Dress Code, see Appendix A.

Positive Behavior Intervention and Supports-PBIS:

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 that all students can succeed in school. BFE has adopted I-ROAR as our school mantra. See the I-ROAR Pledge on page 3 of this handbook.

School Discipline

One of the key components of a safe and effective school is a firm, fair, and consistent discipline policy. The Los Lunas Schools Student Behavior Handbook establishes expectations for all students, see Appendix B. All revisions, corrections, or additions will be posted regularly on the website. The website document will be considered current and takes precedent over any and all previously printed handbook editions. It is the reader's responsibility to refer to the document on the website for updates and new information. All schools follow the approved guidelines for discipline outlined in this handbook.

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

Below are a few of the key features of the discipline policy at Bosque Farms Elementary:

- Discipline is progressive. Each time a student is referred for discipline, the consequences increase based on the circumstances of the infraction in support of the student and his/her learning.
- A students' discipline record falls under the guidelines of the Family Education Rights and Privacy Act-FERPA. This means discipline is a privacy issue between the student, parents/guardians, and school officials. *Other student's discipline will not be discussed with any other student or parent/guardian.*

- Privileges such as fieldtrips, school activities, etc., may be revoked based on a student's inappropriate behaviors.

Bullying/Cyberbullying:

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 is any repeated and pervasive written, verbal, and/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 during school activities or sanctioned events.

Key factors in bullying include:

- Power and control: Who has the most power? There is always an imbalance of power in bullying cases.
- The act *is repeated* over time through written, verbal, and/or electronic expression.
- There must be an intent to harm or injure.
- Trading insults back and forth is not bullying.

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.

Cyberbullying, intimidation/instigation by use of electronic device or social networking outlet, is any act by use of transmitted communication, either electronic devices or other transmittal device, that subjects persons to indignity, humiliation, physical abuse, or threat of physical abuse, social or other isolation, shame or disgrace.

Key factors in cyberbullying 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 any 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.

Consequences for Unacceptable Behavior:

Students who choose to disregard a school or classroom rules must be prepared to accept the consequences for their action. *Discipline is progressive*. Each time a student is referred for

discipline, the consequences increase based on the circumstances of the infraction in support of the student and his/her learning.

Consequences may include:



- A verbal warning and an opportunity to correct the action
- Mediation, i.e. working out the problem with a neutral party
- Loss of privileges
- School community service project
- Visit with the counselor/administration
- Removal from the group or activity
- Time out, for minor offenses
- Parent/Teacher student conference with the Principal or designee to develop a behavior improvement plan
- In-school suspension, for repeated or major offenses
- Removal from the school setting, i.e. suspension


For any school or classroom rule violation, there will be a conference between the student and a school official in which the student is given the opportunity to speak about what happened. A school official 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.

Hot Slips:

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

Learning Community Student Behavioral Expectations:

Environment	I-ROAR Attribute				
	Integrity	Responsibility	Ownership	Attitude	Respect
Bathroom 	Keep bathrooms clean (stalls, walls, and floor).	-Use 1-2 paper towels and minimal soap.	-Flush the toilet, and wash and dry hands.	-Return to class promptly.	-Be quick, quiet, and clean.
Cafeteria 	-Visit quietly. -Stay seated while eating and ask	-Help keep cafeteria clean.	-Obtain all supplies before sitting down.	-Use positive language.	-Use manners (please and thank you).

	permission to get up.				
Hallway 	-Respect hallway displays.	-Pick up trash. -Hang backpacks and jackets hooks.	-Walk quietly, using light footsteps on stairs, and walk directly to destination.	-Be courteous with voice level.	-Keep hands, feet, and objects to self.

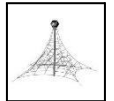
Playground Safety Rules:

Slides:

- We will use the stairs to get to the top of the slide.
- We will be sure that only one person is using the slide at a time.
- We slide by sitting down keeping our legs straight in front of us.
- We will not walk up or down the slide.

Jungle Gyms/Net/Spider Structure:

- No more than 12 students at a time.
- We will keep our hands off others while they are playing on any jungle gym.
- We will not play tag or run on the equipment.
- We will keep our feet to ourselves.
- We will not jump or leap while on these structures.
- We will only travel up and down the equipment and not stay in one place if others are using the equipment.
- We will not climb on or over each other or use others for climbing.
- We will not hang by our legs or upside down on any equipment.



Swings:

- We will swing back and forth only.
- We will have one person on a swing at a time.
- We will stop the swing before we get off. We will not jump out of the swings.
- We will make sure that no one is close enough to be kicked.
- We will not twist the swings to make them shorter.
- We will swing sitting on our bottoms only.
- We will not push other students on the swings.

Spinner:

- One student at a time.
- We will stand with our back to the rail while spinning.
- We will not reach in to stop or help others spin.
- We will have a 20-30 second time limit, if other students are waiting in line.
- We will stand a good distance away from the spinner when waiting our turn.



Rock Walls:

- We will only climb up and down the rock wall.
- We will not jump off this structure.
- We will not climb on or over each other or use others for climbing.

- We will always use the rule of 3 when climbing – two hands and one leg at all times or two legs and one hand at all times.
- We will not sit on top of the rock wall.

Chin Up Bars:

- We will use the bars to pull ourselves up.
- We will not put our legs around the bar or hang upside down.
- We will not spin or sit on top of the bars.

Cement Area near Kinder Pod:

- We will not run in that area.
- We will only use that area for 4-square, hopscotch, and jump rope.
- We will not stand, climb, or walk on the tables.
- If interested in playing chess, please notify Mr. Hulskamp or Mr. Steve

Monkey Bars:

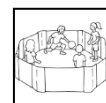
- We will be sure only one person at a time is using the monkey bars.
- We will keep our hands and feet to ourselves.
- We will not get on top of the bars.
- We will not run or stand under the bars.
- We will keep our hands off others while they are playing on the monkey bars.

Circle/Turf:

- We will not play football, tag, or kickball in the circle.
- We always keep our shoes on, even when sitting and visiting with a friend on the turf.
- We will not tumble on the turf.
- We will not stand, run, or jump on the cement.
- We will use the circle area to read, sit, or talk with our friends.

Gaga Ball Court:

- We enter and exit the gaga ball court, placing both hands on the wall.
- We will only use the gaga ball court to play gaga ball and no other games.
- We will follow standard gaga ball rules.
- We will start with a hand touching the wall.
- The first player in the pit serves.
- To serve, the ball must bounce three times and all players say “Ga,” “Ga,” “Ball” for each bounce.
- We will hit the ball with an open hand only.
- We are out once the ball touches our knee or below, no covering up aloud.
- For double hits and hits out of the pit, you are also out.
- When only 2 players are left, there is only 10 seconds to get each other out; if neither player gets out, it is a tie.



Basketball Court:

- We will use basketball courts to shoot hoops or play scrimmages.
- We will only shoot hoops on the court near the two-story building.
- We will limit teams of up to 5 players.
- We will follow standard basketball rules.
- We will play basketball scrimmages near the field.

- We will not play football, soccer, tag, or kickball in the basketball area. They can be played on the field.
- We can jump rope or play 4-square on the paved area near kinder pod.

Field/Track:

- We can play tag and numerous games and activities.
- We will use only squishy or t-balls for playing catch and will not bring baseballs, softballs, or bats to school.
- We will not tackle, do gymnastics, or play rough on the field.
- We will use the track to walk and run.
- We will stay out of the trees, shrubs, and fence area.
- Running is permitted on the wood chips, the field, and basketball court when playing basketball.

Areas that are Off-Limits:

- If a ball or any other object goes over the fence or into a parking lot, we will ask an adult for assistance.
- We will not climb over the fence to get a ball or any other item.
- We will not leave the playground to talk to any adult in the parking lot.
- We will stay out of the trees, shrubs, and fence area.
- We will stay away from the building doors and cement area near the 100 and 200 building.

Food on the playground:

- We are allowed to have snacks and drinks on the playground that are *not family size bags or boxes*.
- If we are eating, we must sit in the circle area or at a table until we are done.
- We will throw *all* of our trash in the trashcan.
- There is no sharing of snacks with other students due to food allergies.

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 or Assistant Principal. The Principal, or Assistant Principal, will notify the parents to discuss the incident. The student will be assigned in-school-suspension until further discipline is determined and the parent is notified.

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 of Education that it be interpreted broadly to conform to these provisions of the law. It is the policy of the Board to forbid the possession, custody, or use of weapons by students or unauthorized personnel in or around school property. The district's policy relating to weapons on school property are set out in full in the Los Lunas Schools Student Behavior Handbook, see Appendix B. If you have questions about this policy, please refer to the handbook or contact the administrator for the full text of this policy.

School and Classroom Procedures

All Learner Days:

Los Lunas Schools has established 4 days to be used for staff development during the school year. Students will not attend school on these days. Students will be working on a yearlong project. Staff development days enable staff to participate in professional growth activities designed to improve the quality of instruction to students.

Arrival and Dismissal Procedures:

Arrival time for students at Bosque Farms Elementary is 9:05 am-9:20 am. Dismissal time is 3:35 pm-3:45 pm. Staff are present during these times to assist student arrival and dismissal in a safe and orderly manner.

There are two drop off and pick-up locations for students during arrival and dismissal: the northwest parking lot loop off of West Bosque Loop and the southeast parking lot loop off of Esperanza Drive. At dismissal the northwest parking lot loop is for primary students, pre-kindergarten-2nd grade, and their siblings, while the southeast parking lot loop is for intermediate students, 3rd grade-6th grade.

Please abide by the school's traffic rule of using right turns only when entering and exiting from the northwest parking lot off of West Bosque Loop during school days 8:30 am-4:30 pm. This is for the safety of students, staff, and families.



Vehicle Drop Off and Pick Up:

Families may use either drop off location, the northwest parking lot loop off of West Bosque Loop or the southeast parking lot loop off of Esperanza Drive, during arrival, 9:05 am-9:20 am. Students cannot be dropped off without duty personnel present or before 9:05 am. Students arriving after the 9:20 am bell will need to be signed in at the front office by a parent/guardian and will be marked tardy.

Drop Off Procedure:

- The arrival drop off lane is a “kiss and go lane.” Please stay in your vehicle, give your child/ren a kiss and hug, and send them out to the sidewalk on the right, passenger side of the vehicle.
- Parents are asked to stay in their vehicles at all times and not exit as they could be stepping into moving traffic.
- Students cannot exit on the left, driver side of the vehicle as they could be stepping into moving traffic.
- If parents need to exit the vehicle, e.g. to help a child out of the vehicle due to a car seat or buckle challenge, or if they must exit the vehicle on the left, driver side, they will need to park in the northwest parking lot and walk the child across the bridge to ensure everyone's safety.

Pick Up Procedure:

- Adults picking up students should have the child/ren's name placard given to families at the start of the year visible on the vehicle dashboard. The placard lets duty staff know that the student can go with that adult.
- Students are required to enter the vehicle on the right, passenger side and buckle themselves *independently*.
- If your child needs assistance buckling in or getting into a car seat/booster, the parent will need to park in the northwest parking lot and walk across the bridge to pick the child up at the gate.
- Parents are asked to stay in their vehicles at all times and not exit as you could be stepping into moving traffic.
- Students who are picked up on a four-wheeler or motorcycle must be provided a helmet, or school personnel will not be allowed to release them.

Parents that do not pick up their child/ren by 3:45 pm will need to come into the office and sign them out.

Parent Walking Drop Off and Pick Up:

Parents that wish to walk to drop off their child/ren at arrival, 9:05 am-9:20 am, must park their vehicle at the Bosque Farms Village offices and use the village pathway and crosswalk on the west side of the school.

Parents that wish to walk to pick up their child/ren at dismissal, 3:35 pm-3:45 pm, must park in the northwest parking lot, cross the bridge, and wait at the gate for staff to bring their child/ren. This is the *only* walking pick up location at dismissal. If parking is unavailable in the northwest parking lot, parents may use the Bosque Farms Village offices parking lot.

Parents may not park outside the school gates along West Bosque Loop during arrival or dismissal due to student, family, community member, and staff safety.

Student Walking/Cycling to/from School:

Students walking or cycling to and from school use the center crosswalk on the west side of the school off West Bosque Loop or the crosswalk on the southeast side of the school off Esperanza Drive. Students must wait for duty personnel to assist them to enter or exit campus during arrival, 9:05 am-9:20 am, and dismissal, 3:35 pm-3:45 pm. Students will be dismissed after buses have left campus.

Students are allowed to ride bicycles and scooters to/from school. Children and youth under 18 years of age are required by law to wear a helmet when using bicycles, tricycles, skateboards, scooters, or skates on public property in New Mexico.

All bicycles must be stored in a designated bike rack either in front of the gym near the bus-loading/unloading zone or on the basketball courts by the field. It is strongly recommended to use a locking device to secure bicycles or other equipment.

Classroom Assignments:

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

Dress Code for Students:

See Appendix A.

Emergency Procedures:

If a student has a potentially serious injury or illness at school, the nurse or office staff will:

1. Attempt to contact the parents/guardians at home or work to explain the nature of the injury or illness and determine the actions the parents/guardians wish the school to take.
2. If school personnel are unable to reach the parents/guardians, they will contact the person/s listed as the emergency contact and/or the family physician listed on the student's emergency card.
3. If unable to reach either the parent or emergency contact, a rescue unit may be called and the student may be transported to the Urgent Care Center in Los Lunas or to the medical unit listed on the emergency card.
4. If the injury or illness appears serious enough, the school personnel will skip to step 3 immediately and then attempt to contact the parents/guardians.

Field Trips:

Field Trips are designed to enrich student learning.

Each student must have a signed permission form on file in order to attend any school field trip. Failure to turn in a signed permission form prior to the trip will result in a student's inability to participate.

Students that require medication on a field trip need a written order from a doctor and parent. This includes Tylenol, aspirin, throat lozenges, cough syrup, and over the counter drugs. The

medication 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.

All students who participate and attend school-sponsored field trips must ride the bus provided by the school to the location of the field trip. If a student is tardy and misses the bus, they must remain at school and not driven by a parent/guardian to the school-sponsored field trip. *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 Principal or designee with 24-hour notice.

Students are to exemplify good behavior to maximize their learning experience on field trips. 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 child'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.*

Field trips are a privilege, not a right. Any student who cannot maintain positive behavior at school may not be eligible to attend field trips. Excessive absences may affect whether or not a student can participate in a field trip.

Grades:

The staff of Bosque Farms Elementary sets high expectations for students. Standards-based grades are determined by student performance as measured by district competencies established for each grade level across the curriculum.

Standards-Based Report Card Ratings/Performance Levels:

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

Student responsibilities for learning and behavior are determined by participation, collaborative relationships, homework, and organizational skills.

Report Card Competencies:

Report card competencies show what students should know and be able to do. They are specific to content/subject and grade level. Most importantly, they are what teachers are responsible for teaching and what students are responsible for learning. Report card competencies will always be referred to when assessing a student and are discussed during parent/teacher conferences to explain student learning.

**Homework:**

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

Insurance:

Text

Lost and Found:

The school is not responsible for student 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, e.g. toys, electronics, etc.* Our Lost and Found is located in our front office.

Non-Educational Items:

Students should bring only educational materials to school. All other materials are considered unnecessary and a potential distraction to the instructional program. The following are some examples of the items that are restricted: chains, trading cards, spinners, lime salt, chili powder, music/movie devices, laser pointers, squirt guns, bats, toys of any kind, and other items that are determined by the schools administration to be inappropriate. The trading or selling of non-educational items for profit is prohibited and the items may be confiscated and held until the end of the school year. Students are not allowed to bring skateboards, roller skates, or in-line skates, including Heelys. This rule is enforced for safety. Special circumstances for any of the above items require administrative approval.

Parent/Teacher Conferences:

The district provides dates during the first and second semester for parent/teacher conferences. The first set of conferences are held at the end of the first 9-week period. The second parent/teacher conference date is scheduled at the beginning of the third 9-week period. Please refer to the school calendar for these specific days. Teachers contact parents to schedule a conference during conference days or other times as needed. We encourage parent participation in all conferences.

Plagiarism:

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

Plagiarism is a dishonest act that inhibits the learning process. Teachers will explain to students the importance of referencing all sources of information used in their writing, as well as instruct how to correctly quote and cite the ideas and words of others in alignment with grade level expectations as defined by state adopted standards. All students are expected to demonstrate integrity and honesty as part of our school I-ROAR pledge in submitting written work. Plagiarism is a violation of our student code of conduct and is subject to discipline.

**Presentation of Film or Video:**

Film is one of a number of media forms that is used by classroom teachers 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 material used in the curriculum. *The selection of films or videos will be made from the G-rated category in all Los Lunas elementary schools.* If a PG film or movie is going to be shown, a permission slip will be sent home to parents prior to the showing of the film. A signed parent/guardian permission slip is required for any student to view a PG rated film or video. An equal educational alternative will be provided to any student that does not have parent/guardian permission to view. The teacher will always preview any media prior to its use in the classroom.

Public Display of Affection:

Public displays of affection between students, outside of family, such as hand-holding, hugging, and kissing are not acceptable on school campus. Students that are observed in such public displays of affection will be given a Hot Slip and their parents will be notified.

Safety Drills and Evacuation Procedures:

By law, fire and other safety drills must be conducted periodically. Drills are to be taken seriously by all individuals on campus. Each drill should have an assumption that there is an actual hazard. Students should move quickly, quietly, and safely to the assigned, nearest exit. Play and stops at the water fountain and/or restroom are not permitted. Students will remain clear of the building at a safe distance or follow code procedures until the signal to return is given. All students should face away from the building during drills. Other safety drills that students will participate in include shelter-in-place, evacuation, relocation, and lockdown. The protocols for each of these situations are explained to and practiced by students.

In the event of an actual emergency, the school will retain students and faculty at the school building or elsewhere should the need arise. As outlined in the School Safety Plan, all students may be released to a parent/guardian. Parents must have a photo ID and follow proper protocols. The safety of all on campus comes first. Please do not contact your student, the school, or come to the school, unless you are directed to do so. It is imperative that telephone lines are kept open and the campus and perimeter are kept clear for immediate access by law enforcement, emergency vehicles, etc. The proper authorities will disseminate information to parents and/or the public at the appropriate time once the situation has been resolved.

Search and Seizure:

In accordance with NM State Board of Education policy, school property assigned to a student, and a student's person or property while under the authority of the public schools are subject to search, and items found are subject to seizure. The search may be conducted when there is reasonable suspicion that a crime or other breach of disciplinary rule is occurring or has occurred. (SBE Reg. No. 18-3)



Telephones/Cell Phone/Devices:

School phones in the office must be kept open. Students will not be allowed to use them except in emergencies. Calls may not be made for books, lunches, etc. Parents or guardians are encouraged to refrain from using the phones during the instructional day to relay messages to students except in emergency situations. Please take care of childcare arrangements after school before children leave for school each day. Parents or guardians may call and leave a message with the office staff. Students may bring a cell phone or smart watches, e.g. Apple Watch, GizmoWatch, Pixel Watch, etc. to school with the following restrictions:

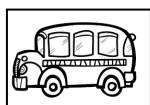
- Cell phones/smart watches are to be off and put away in a backpack, out of site, or locked up with the teacher during the instructional day, 9:20 am-3:30 pm. Phones/watches seen in use calling, receiving calls, sending or receiving text messages, taking photographs, gaming, or similar inappropriate usages will be taken from the student immediately.
- Violation of these restrictions will result in forfeiture of the phone/watch. A parent/guardian must come in and sign at the office for the phone/watch to be returned.

Testing:

In conjunction with NM Public Education Department mandates, Los Lunas Schools administers several tests during the school year. These state and district assessments help determine student progress and provide comparisons on the national and state levels. State summative tests are given in the spring to 3rd grade–6th grade students. Additionally, students in kindergarten-6th grade take interim tests at the beginning, middle, and end of the year. All test scores are used to plan curriculum and instructional strategies. Parents are encouraged to take an active part to prepare their child/ren to perform well on tests. A good night's rest, attendance, a nutritious breakfast, and sharing a "can do" attitude helps children perform better on tests.

Textbooks/Library Books:

Textbooks/library books are furnished at public expense to each student. Students are 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 textbooks 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 pursuant to statutes 22-16-2 NMSA 1978 Compilation. *The walking regulation for kindergarten-6th grade students is one mile, one-way. Students living within a one-mile radius of the school are required to walk, unless the State designates an area as hazardous for walking.* Parents or guardians must fill out a transportation registration form and a transportation emergency card must be on file with the bus driver and the district transportation office. Students who ride the school bus are expected to obey all state and local regulations governing student transportation. Pre-kindergarten and kindergarten students must have an adult meet them at their bus stop for pickup. If an adult is not there, the student will be taken back 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 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 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. A student will not be afforded transportation if attending a school that is not their home school. For additional information or questions, please contact district transportation at (505)866-2147.

Transfers/Withdrawing from School:

To withdraw a student from school, parents or guardians are asked to provide one-day advance notice to the office. Parents will complete a withdrawal form with the school secretary. All textbooks, library books, school materials, and technology must be returned to school. Any book

finer, technology fees, or cafeteria charges must be paid in full 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, hallways, and outside entrance areas and playground as an additional safety measure.

Student Support Services

Art:

Bosque Farms Elementary offers all students fine arts 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, as well as building the skills to accommodate these disciplines. Some content is blended with pragmatic application, the correlation of art with other content areas/subjects, e.g. social studies, language arts, mathematics. All of this is directed towards assisting each child to use art experiences as a base for constructive thinking and making critical judgments.

Counseling:

Counseling services are available to all students. Our school counselor works with students, families, and staff to promote successful school experiences for all children. Activities focus on self-esteem, responsible choices, work habits, additional social/emotional learning topics, and our school's I-ROAR attributes of integrity, responsibility, ownership, attitude, and respect. Parents may contact the office to arrange an appointment with our counselor.

Health Services:

Los Lunas Schools employs 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 Tylenol, aspirin, throat lozenges, cough syrup, and over the counter drugs, can be administered at school without a written order from a doctor and parent.



Library:

All students visit the library on a scheduled basis at least one time per week. 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, it is recommended that parents select a special place at home for library books. Students must pay for any lost or damaged books. Checkout privileges will be suspended for students who have missing books or books that need to be paid for due to damages. Checkout privileges will be reinstated once all fines are paid or missing books are returned.



Physical Education:

Students are provided with a range of activities to promote fitness and good health through the physical education program. The physical education teacher designs a well-rounded program based on the developmental needs of all students. The program provides opportunities for students to develop responsibility through cooperative play. Students also

participate in physical fitness assessments during the school year. All students are required to have tennis shoes on PE day or they will be asked to sit out of the activity. Girls need to wear leggings, short pants, or shorts under dresses on scheduled PE days.

Special Education Services/Programs

Los Lunas Schools provides a range of special education programs to students that meet eligibility requirements. Students may qualify for special education placement only after completing an appropriate referral and diagnostic evaluation. Referrals are made only after a wide range of alternative strategies have been used to assist a child in the general education classroom. Parents are notified of any referral and must give permission for testing. An Individualized Education Program, IEP, 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 Program, IEP, can have modifications or accommodations to be successful within the general education curriculum. When a student has met the edibility requirements for an IEP, the team will use the evaluation results to determine which accommodations and modifications the student needs to be successful.

Teaching English to Speakers of Other Languages-TESOL:

Bosque Farms Elementary has teachers that are endorsed in Teaching English to Speakers of Other Languages, TESOL, at most grade levels. These teachers will service students that are identified as English Learners based on the English language proficiency assessment in accordance with federal and state requirements. The goal of Los Lunas Schools is to provide English language support through grade level content. These services are provided in the general education classroom during the instructional day and focus on the child's language and academic needs to ensure success in school. For additional information or questions, please contact the school.

Technology:

Bosque Farms Elementary is equipped with a computer lab and one-to-one devices for all pre-kindergarten-6th grade students. Guidelines are established for the appropriate use of all technology, including computers, iPads, and the Internet by LLS School Board policy (6.17), see Appendix B. These guidelines prohibit plagiarism, copyright violations, invasions of privacy, and unauthorized access. The device/s are the property of Los Lunas Schools and students will use them during the school year for academic purposes. Students, parents, and guardians must complete and submit all required paperwork before a device can be assigned to a student. Administrators and school personnel may review devices, files, and folders to maintain system integrity and to ensure that students are using the system responsibly. Use of technology is a privilege. If students misuse the equipment or violate appropriate technology expectations, their access can be limited or taken away.

Los Lunas Schools students, parents, and guardians are responsible for the care of assigned devices and accessories. If they are broken, lost, or damaged, a meeting with the site administrator will determine the next steps, which will include the cost of repair or replacement fees. If the device is deemed to be negligently damaged, the student may be subject to discipline and will be required to pay the cost of repair or replacement. All repair and replacement costs can be found in the Los Lunas Schools Technology Handbook, see Appendix B.

Bosque Farms Elementary 2023-2024 Dress Code

Our school authorities have an obligation to the school community to enforce standards of decency, cleanliness, and safety. Los Lunas Schools expects student dress and grooming to reflect high standards of personal conduct that promotes a positive, safe, and healthy atmosphere at school which is not a distraction from the educational process.

All staff will be involved in dress code enforcement. Students who may be considered in violation of the dress code will be addressed by the classroom teacher first. If the issues continues, they will be sent to the office.

No altered clothing is allowed as listed below:

Pants:

- Pants, leggings, or capris may be worn.
- These must be worn above the hips, standard leg size, hemmed, and length no longer than mid-heel.
- Pants with holes are permitted as long as skin above the knee is covered, e.g. patches or leggings underneath.
- Yoga pants or leggings must be covered by an appropriate length dress or shirt.
- No baggy, saggy, or oversized pants; No pajama pants or undergarments are to be worn as outerwear; No ankle cords or strings hanging below the hem; See-through lace, hosiery, or fishnet stockings are not permitted

Shirts/Blouses:

- Short sleeve, long sleeve, or $\frac{3}{4}$ sleeve shirts may be worn. 2-inch or wider strap shirts are permitted.
- These must be sized correctly and fit appropriately. Student's shirts do not need to be tucked in; however, they must not hang lower than student's wrists when extended to the sides.
- *Shirt hems must extend below the waist of pants/shorts/skirts whether in a sitting or standing position. Skin showing between the bottom of the shirt/blouse and the top of pants or skirts is not allowed.*
- No oversized, too tight, and/or revealing shirts; No sleeveless shirts with cutouts; No muscle shirts, spaghetti straps, halter-tops, tube tops, off-the-shoulder or low-cut blouses or shirts; No cutting and/or tying of shirts

Shorts:

- Shorts may be worn.
- They must fit at the waist and be hemmed. Shorts need to be as long as the longest finger when arms are hanging down, even with leggings/tights.
- Shorts with holes are permitted as long as skin above the knee is covered, e.g. patches or leggings underneath.
- No short-shorts

Dresses and Skirts:

- Dresses and skirts may be worn. Dresses and skirts need to be as long as the longest finger when arms are hanging down. Girls need to wear leggings, short pants, or shorts under their dresses.

- No cleavage or bare midriff is acceptable; No spaghetti straps or sleeveless items

Additional Information:**Belts:**

- Belts cannot extend more than 5 inches past buckle and must not hang.

Jewelry:

- For safety, earrings must be no larger than a quarter.
- No excessive numbers of necklaces or bracelets; No large hoop earrings or gauges; No piercings other than ears are permitted; No bandages covering piercings; No accessories that contain spikes, chains, or other items that may be considered dangerous
- Students may be asked to remove jewelry if it becomes a distraction.

Body Art:

- No inappropriate, profane or graphic, body art is permitted.

Shoes:

- No high heels higher than 1½ inches are permitted
- Heelys, shoes with rollers on them, flip-flops, open toe shoes, or shoes without back straps are not permitted due to safety
- No bedroom slippers or anything distracting

Glasses:

- Students are only allowed to wear glasses that have been prescribed.
- Sunglasses may be worn outside.

PE:

- Athletic shoes are required for student participate in PE
- No boots, dress shoes, or Crocs
- If students wear shoes other than tennis/athletic/gym shoes on the day that their class comes to PE, they will have to sit out during the class due to safety. Girls need to wear leggings, short pants, or shorts under their dresses on PE day.

Make-up:

- Absolutely no make-up of any kind

Undergarments:

- At no time should an individual's undergarments be seen by others.

Hats:

- Students are permitted to wear hats outside and in the classroom depending on the teacher's class rules.

Administration reserves the right to determine what clothing will be allowed, what is dangerous, disruptive, or distracting.

Appendix B-Links

[2023-2024 Student Calendar](#)

[2023-2024 Pre-K Calendar](#)

[Student Medication Authorization Form](#)

[Volunteer Agreement Form](#)

[LLS Student Behavior Handbook](#)

[Los Lunas Schools Technology Handbook](#)

[LLS School Board Policy](#)