



2022 - 2023

Student-Parent Handbook

Bosque Farms Elementary



Mailing Address:
P.O. Drawer 1300
Los Lunas, NM
87031

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Loop
Bosque Farms, NM
87068

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505-869-2646

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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 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 keep it handy for use during the coming year. Good luck during your time here at Bosque Farms Elementary. We hope it will be your most successful year ever.

Mission Statement

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

Vision Statement

Simply the Best

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-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.

Los Lunas Public Schools
Bosque Farms Elementary Staff

Principal

Deanna Herrera

Assistant Principal

Adam Hulskamp

Pre-Kindergarten

Bernie Trujillo

Anita Read

Kindergarten

Annette Fiedler

Becky Gale

Janna Mills

1st Grade

Sara Carrasco

Emily Garcia

Stacie Otero

Katie Talbert

2nd Grade

Tiffani Gonzales

Tanya Strong

3rd Grade

SarahElizabeth MacKenzie

Adrienne Smith

Nikki Salazar

4th Grade

Charlene Jaramillo

Amanda Ridgeway

Elizabeth Schilling

5th Grade

Jennifer Blair

Lori Long

Keith Sedillo

6th Grade

Katie Hulskamp

Jennifer Terrell

Donna Welch

Special Education

Joan Culver

Michelle Krylowicz

Allison McCune

Suzanne Sais-Mirabel

Instructional Support

Steven Aragon – Recreational Therapist

Ruth Garcia – Social Worker

Jocelyn Gibson – Inclusion Support Coach

Teresa Lara – Occupational Therapist

Loretta Luna – Librarian

Melissa Moore – PE Teacher

Jenny Polson – Speech Language Pathologist

Andrea Russell – School Counselor

Kathy Schneider – Visual Impaired Teacher

Jamie Scott – Art Teacher

Tammy Silva – Computer Lab Asst.

Educational Support Providers

Kathy Blea – Special Ed

Carol Gallegos Pre-K

Tialisa Gurule – Special Ed (CEL)

Esther Maez – Special Ed

Rose McClellan – Special Ed (CEL)

Theresa Pearson – Kinder

Lorina Sandoval – Kinder

Marie Sedillo – Special Ed (CEL)

Lizzie Torres – Kinder

Veronica Vasco – Special Ed

Office Staff

Kristine Chavez – Secretary III

Shawnta Jones-Tafoya – Secretary I

Erin Manus - Nurse

SRO

Adam Barela

Crossing Guard

David Luna

Cafeteria

Tammy Vestal

Georgia Gonzales

Terri Vargas

Custodial

Steve Davis

Michelle Duran-Etling

Barbara Fernandez

Adiliene Ruiz

Aide de Camps

Mary Hendrix

Amy Madison

Pamela Mitchell

Sharing Responsibility for Student Success

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 newsletter. PTC projects include: Teacher Appreciation Projects, Open House, Book Fairs, Field Trips, Parent Volunteer Program, and other fund raising projects.

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

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 and/or the Principal, then the School Advocate, then the Superintendent and as a Final Arbiter, the Board.

The following timeline shall be followed:

1. The aggrieved parent or student shall have a right to be heard orally by the instructor who shall render a decision within three (3) school days.
2. If the parent or student is not satisfied, the grievance shall be presented in writing within three (3) school days to the principal or designee who shall render a decision in writing within three (3) school days.
3. If the parent or student is still not satisfied, he/she shall within three (3) school days appeal to the assistant superintendent or superintendent. The grievance will be heard within three (3) school days and a response rendered within ten (10) school days.
4. If the parent or student is not satisfied he/she shall appeal to the Board of Education within three (3) school days. The Board shall hear the grievance within thirty (30) days and render a decision within one (1) calendar month.

ADOPTED: 1/9/96
LEGAL REFERENCES:

REVISED: 1/14/97; 11/11/08
CROSS REFERENCES:

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.llschools.net for more information.

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

Immunization Requirements: To attend public school in New Mexico, students are required to have the following immunizations at the times and dosages required by the Department of Health. State Law requires that children be immunized for Measles (MMR) 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 **dis-enroll** the student until proof of inoculation is submitted.


- 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)

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, Parent-Teacher conferences, and communication with teacher(s) or administration. If you are in need of an interpreter for a Student Assistant Team (SAT) meeting, Individualized Educational Plan (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 Medication Administration 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 otherwise due to our limited parking, parents are asked to park in the North parking lot or across the street at the Bosque Farms Village offices. 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 Checkout: 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. No child will be released to a parent or guardian from the classroom. To safeguard our students, **a picture ID is** required from anyone picking up students during the school day.

 **Student Arrival and Dismissal Times:** Student supervision begins at 9:00 am daily.
Students are not allowed on school grounds before 9:00 am.

The School Day ends at 3:30 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 placard given to families at the start of the year. 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 when parents do not pick up students within one (1) hour of dismissal time.

Procedures for Visitors to School

- A. 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.**
- Contact the teacher first if there is a concern or question in regards to something that took place in the classroom, grades, behavior, etc.
- B. Visitors to the classroom must be 18 years or older.
- C. 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 has been verified, the visitor will be issued a Visitor's Badge.
- D. The Visitor Badge must be worn above the waist and remain visible at all times.
- E. Visitors must comply with all school rules while on campus.
- F. Under no circumstances are visitors to approach any child, other than their own, to discuss anything other than a greeting.
- G. 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.
- H. 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 with the administration and classroom teacher to determine days/times to volunteer.

- 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**:

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, or low cut shirts (two-inch-wide straps are permissible). Untucked shirts need to cover the waistband of pants or skirts.

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.

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

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

1. Criminal background check (\$50.00 paid by the volunteer); and
2. Waiver statement and volunteer information sheet.

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

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 or 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, 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. 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, and 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 in the event of 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: An automated parent/guardian telephone notification system is utilized by Los Lunas Schools. This notification system is used for notification of community outreach information, school events and notices, attendance notification, and emergency broadcasts for notification of Abbreviated Schedule, early school closure, etc. It is imperative the Automated Notification System has correct phone numbers to facilitate parent/guardian contact. Please provide current contact information to the school office **in writing** as needed throughout the school year.



Attendance: Regular attendance is necessary for two reasons: (1) it is required by state law and (2) it is essential to the student's success in school. All students shall be expected to attend school during the Academic School year, in accordance with Compulsory Attendance Law (22-12-1 to 22-12-7). 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 written note** or e-mail to the school secretary on the first day their student returns to school.

LOS LUNAS STUDENT 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 two (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: (Excused or Unexcused)

- 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 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.

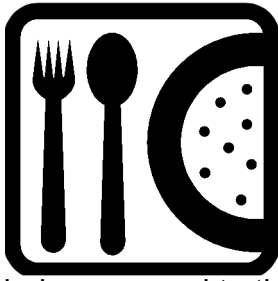
Student/Family referral to CYFD:

- 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 Juvenile Parole Officer determines 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 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 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.

Cafeteria Services: The Los Lunas School District 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 9:15 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.

Religion: The proper role of religion in the 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 Bard policy (6.6).

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).

Promoting a Safe and 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 "School Community" to follow the Code of Conduct and respect the right to learn in all areas of our school.

Classroom Rules: Teachers will post and send home copies to parents of their classroom expectations, as well as responses to ensure success for all children everyday by the first week of school. Classrooms and entryways are to remain clear of students before and after school, 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.

Expectations for all students:

- Be Prepared: Bring all necessary materials for class
 - **This includes your iPad is charged daily for class**
- Be Respectful
- Participate and Be Ready to Learn
- Follow our school rules and playground expectations
- Follow the dress code

Closed Campus: Schools in the Los Lunas School District follow closed campus rules. Students may not leave the campus, unless they have been properly checked out of the office or have a signed permission slip for a school-sponsored field trip. Parents who wish to remove their students from class will need to check in and sign their student out at the front office. Only individuals with a valid ID and those listed on the student's emergency card will be allowed to remove a student from

school property. After verifying identification, the student will be called out of class by office staff. Students will not be released to parents at the classroom door.

PBIS: Positive Behavior Intervention 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 that all students can succeed in school. BFE has adopted I ROAR as our school mantra.

I ROAR at BFE by showing

I – Integrity

R – Responsibility

O – Ownership

A – A Jaguar Attitude

And

R – Respect

for myself, my schoolmates, and the adults who care about me.

I ROAR at BFE!

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.



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.

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

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

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 student's 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/guardian and the 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/Cyber Bullying: Bullying and cyber 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.

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 written, verbal or electronic expression.
- There has to be 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: Any act by use of transmitted communication, by 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 an unauthorized and/or unwanted photograph of a student or staff member.
- Using any unauthorized electronic transmission to threaten, intimidate, or harass by means of direct or indirect contact.

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:

- | | |
|---|---|
| <ul style="list-style-type: none"> • 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. | <ul style="list-style-type: none"> • Removal from the group or activity • Time-Out (Minor offenses) • In-School Suspension (Major Offenses) • Parent-Teacher-Student Conference with the Principal or designee to develop a Behavior Improvement Plan. • Removal from the school setting (Suspension). |
|---|---|

Student Conference: 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.** 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. The teacher or parent may request a conference. When a student has received three (3) hot slips, the teacher will submit all three (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.

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 ISS until further discipline is determined and 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 that it be interpreted broadly to conform to these provisions of the law. It is the policy of the Board of Education 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 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.

Our School Rules

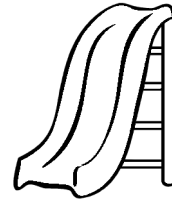
	Integrity	Responsibility	Ownership	Attitude	Respect
Cafeteria	I will visit quietly I will stay seated while eating and ask permission to get up.	I will help keep my cafeteria clean	I will obtain all supplies before sitting down.	I will use positive language.	I will use my manners (please and thank you).
Bathroom	I will keep bathrooms clean (stalls, walls, and floor)	I will use 1 or 2 paper towels and minimal soap.	I will flush the toilet, wash and dry hands.	I will return to class promptly.	I will be quick quiet, and clean
Hallway	I will respect hallways displays.	I will pick up trash. I will hang my backpack and jacket on my hook.	I will walk quietly and directly to our destination.	I will be courteous with my voice level.	I will keep my hands, feet, and objects to myself.

PLAY SAFE–BE SAFE!

Playground Safety Rules

Slides:

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



Jungle Gyms/Net/Spider Structure - No more than 12 students at a time:

1. We will keep our hands off others while they are playing on any jungle gym.
2. We will not play tag or run on the equipment.
3. We will keep our feet to ourselves.
4. We will not jump or leap while on these structures.
5. We will only travel up and down the equipment and not stay in one place if others are using the equipment.
6. We will not climb on or over each other or use others for climbing.

Swings:

1. We will swing back and forth only.
2. We will have one person on a swing at a time.
3. We will stop the swing before we get off. We will not jump out of the swings.
4. We will make sure that no one is close enough to be 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.



Spinner:

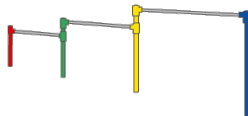
1. One student at a time.
2. We will stand with our back to the rail while spinning.
3. We will not reach in to stop or help others spin.
4. We will have a 20-30 second time limit, if other students are waiting in line.
5. We will stand a good distance away from the spinner when waiting our turn.

Rock Walls:

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

Chin Up Bars:

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

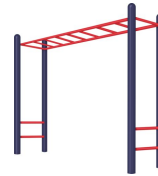


Cement Area near Kinder pod:

1. We will not run in that area.
2. We will only use that area for 4-square, hopscotch and jump rope.
3. We will not stand, climb, or walk on the tables.

Monkey Bars:

1. We will be sure only one person at a time is using the monkey bars.
2. We will keep our hands and feet to ourselves.
3. We will not get on top of the bars.
4. We will not run or stand under the bars.



Circle/Turf:

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

Basketball Court:

1. We will use basketball courts to shoot hoops or play scrimmages.
2. We will only shoot hoops on the court near the two-story building.
3. We will limit teams of up to 5 players.
4. We will follow standard basketball rules.
5. We will play basketball scrimmages near the field.
6. We will not play football, soccer, tag, or kickball in the basketball area. They can be played on the field.
7. We can jump rope or play 4-square on the paved area near kinder pod.



Field/Track:

1. We can play tag and numerous games and activities.
2. We will use only squishy or t-balls for playing catch and will not bring baseballs, softballs, or bats to school.
3. We will not tackle, do gymnastics, or play rough on the field.
4. We will use the track to walk and run
5. We will stay out of the trees, shrubs, and fence area.

Areas that are Off-Limits:

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



Food on the playground:

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

School and Classroom Procedures

All Learner Days: The Los Lunas School District has established 5 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.

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 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 guardian must provide a written letter documenting the reason for the request, and schedule a meeting with the teacher and principal/assistant principal.

Dress Code: See Appendix

Dismissal: Please abide by the school's traffic rules of right and left turns from 9:00-9:15 am and 3:00-3:30 pm. This is for the safety of the students and staff.

Bosque Farms Elementary has several pick-up locations for students at the end of the day.

Drive Up: Parents who pick up their child at the loop are asked to stay in their vehicle. Our staff members will assist students to the vehicle in a safe and orderly manner.

- Kinder – 2nd grade students and siblings can be picked up by driving into the north loop off West Bosque Farms Loop.
- 3rd – 6th grade students can be picked up by driving on the east loop off Esperanza Rd.

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 who do not pick up their child by 3:40 will need to come into the office and sign their child out.

Walk Up: Parents who wish to walk up and pick up their students may wait at the parent pick up location near the north drive up loop, behind the cafeteria. Please do not come into the gate, as a staff member will bring your child to you. This is the only walk up and pick up location.

Walkers: Walkers will be dismissed at West Bosque Loop and Esperanza Road once our buses have left campus.

Students are allowed to ride bicycles and scooters to 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. Students must walk their bicycles across the street and upon entering campus; they must walk their bike to the designated bike rack. Bicycle parking is available in front of the gym near the bus-loading zone and on the basketball courts by the field.

Drop Off: Parent drop-off in the morning will be located on the north side of the school off of the West Bosque Loop and the east side of the school next to the 2-story building off Esperanza Road. Students cannot be dropped off without duty present and before 9:00 am. Students arriving after the 9:15 bell will be counted tardy and will need to be signed in at the front office by a parent/guardian.

Emergency Procedures: In case a potentially serious injury or illness occurs at school, the nurse or office staff will:

1. Attempt to contact the parent/guardian at home and/or at work, explain the nature of the injury or illness, and determine the actions the parent/guardian wishes the school to take.
2. If the school personnel are unable to reach the parents/guardians, they will contact the person(s) listed as the EMERGENCY CONTACT and/or family PHYSICIAN on the student's emergency card.

3. If unable to reach either the parents 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.

Grades: The staff of Bosque Farms Elementary sets high expectations for students. Standards Based Grades will be determined by student performance as measured by the 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 will be discussed during Parent-Teacher Conferences to explain the student's learning.

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 must abide by all school rules and bus regulations during a field trip, as this activity is sponsored by the school. 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. 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.

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.

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: The Los Lunas School District has arranged 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.).** 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 at school: chains, trading cards, spinners, lime salt, chili powder, iPods, music/movie download 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 self-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 i.e. Wheelies. This rule is enforced for safety reasons. Special circumstances for any of the above require administrative approval.

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



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.

Safety Evacuation Drills: By law, fire drills and other safety drills must be conducted periodically. Drills are not to be taken lightly or just as a period of time away from the classroom. Each drill should have 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.

In the event of an actual emergency, the school will retain students and faculty at the school building or elsewhere should the need arise. In conjunction with the School's Emergency

Response Plan, all students may be released to a parent guardian. Parents must have an ID and follow proper protocol. In the event there is an emergency, 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 parent 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 and Cell Phone/Devices: The telephone in the office is a busy one and students will not be allowed to use it except in emergencies. Calls may not be made for books, lunch, etc. Parents and/or guardians are encouraged to refrain from using the telephones to relay messages to students except in emergency situations. Please try to take care of childcare arrangements before children leave to school each day. Parents and/or guardians may call and leave a message with the office staff. 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 (which can be but not limited to calling, receiving calls, send or receiving text messages, taking photographs, or use in any other manner that is in violation) 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.

Please note devices include but are not limited to iPads, MacBooks, or Desktop Computers.

Testing: In conjunction with State of New Mexico mandates, the Los Lunas School District administers several testing instruments. These state and district assessments help determine student progress to enable us to make comparisons on the national and state levels. State achievement tests are given in the spring to our 3rd – 6th grade students. These test scores are used to plan curriculum and teaching strategies. Parents are encouraged to take an active part to prepare their students to perform well on tests. A good night's rest, attendance, a nutritious breakfast and sharing a "can do attitude" helps children perform better on tests.

Textbooks/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 text 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 statues 22-16-2 NMSA 1978 Compilation. The walking regulation for Kindergarten through sixth grade students is one mile, one way. Students living within a one-mile radius of the school are required to walk, unless the State designates a



closer area as hazardous for walking. 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 transportation office. Students who ride the school bus are expected to obey all state and local regulations governing student transportation. Pre-K and Kindergarten students must have an adult meet them at their bus stop for pickup. If an adult is not there, the students 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 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.

A student will not be afforded transportation if attending a school outside of their home school. Please refer to the Los Lunas School-s Transportation Procedural guidelines Handbook or contact Transportation Department at 505-866-217 for further information.

Transfers/Withdrawing: To withdraw a student from school, the parents/guardians are asked to provide one-day advance notice to the office. Parents will complete a withdrawal form with the school secretary. All textbooks, library books and school materials and technology must be returned to school. Book fines, technology fees, 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, hallways, and outside entrance areas and playground as an additional safety measure.

Student Support Services

Teachers of English to Speakers of Other Language (TESOL)

Bosque Farms 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 Home Language Survey. The goal of Los Lunas Schools is to provide English language support through the grade level content. These services are provided in the 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.

Art Class

Bosque Farms 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 of 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 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 aspirin, throat lozenges, and over the counter drugs) can be administered at school without a written order from a doctor and parent.



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 will only be allowed to check out library books if they have a Library Contract Consent Form on file.

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 and must pay for any lost or damaged books. Students' 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 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 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. All students are required to have tennis shoes on PE day or 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 provide a full range of Special Education Programs to those students who meet eligibility requirements established by the State of New Mexico and under the direction of the professional staff, which address applicable legal and regulatory standards and guidelines. A full list of programs offered and requirements for these programs have been identified by LLS School Board policy (6.8). Students qualify for placement only after an appropriate referral and diagnostic evaluation is completed. Prior to any recommendation for testing, the classroom teacher works with parents and school staff to explore ways to meet the student's needs through the Student Assistance Team (SAT). Parents will be informed if a student is recommended for diagnostic testing and must give permission before testing takes place. Following testing, parents will be invited to a meeting to discuss the results and any program recommendations. Parental permission is required prior to placement in any Special Education Program.

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 supports teachers and parents. The SAT includes the most important people in the student's life; parents or caregivers, teachers, counselors, specialists, wellness staff, school administrators or designees, and any other school or community members who can provide support. SAT intervention plans require participants to look at the student in a holistic manner. Each element in the SAT process provides essential information that assists the team in developing a successful intervention plan based upon student strengths.

Technology

Bosque Farms Elementary is equipped with a computer lab and a 1:1 device for all Pre-K – 6th grade students. Guidelines have been established for the use of computers, iPads and Internet Access, by LLS School Board policy (6.17). These guidelines prohibit plagiarism, copyright violations, invasion 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.

LLS 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 on the Los Lunas Schools website under Technology Handbook.

Bosque Farms 2022-2023 Dress Code

Our school authorities have an obligation to the school community to enforce standards of decency, cleanliness, and safety. Los Lunas Schools expect 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 such as the list below but is not limited to:

PANTS

YES pants, leggings, or capris may be worn.

FIT: Must be worn above hips, no larger than 1 inch around the waist, 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 (see below).

NO baggy, saggy or oversized pants. No pajama pants or undergarments as to be worn as outerwear. No ankle cords or strings hanging below the hem. See through lace, hosiery, or fishnet stockings will not be permitted

SHIRTS/BLOUSES

YES Short sleeve, long sleeve, or ¾ shirts may be worn. Two-inch or wider strap shirts are permissible.

FIT: 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 sides.

- **Shirt hems must extend below the waist of pants/shorts/skirts whether in a sitting or standing position.**

NO oversized, too tight and/or revealing 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. As a rule of thumb: Skin showing between the bottom of the shirt/blouse and the top of pants or skirts is not allowed.

SHORTS

YES shorts may be worn.

FIT: Must fit at 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 (see description above).

DRESSES & SKIRTS

YES 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 will be acceptable. No spaghetti straps or sleeveless items.

Additional Information

Belts: No Old English design on buckles. Belts cannot extend more than 5" past buckle and must not hang.

Jewelry: For safety reasons, earrings must be no larger than a quarter. School is not the place for excessive numbers of necklaces and/or necklaces and/or bracelets. Students may be asked to remove them if they become a distraction. No large hoop earrings or gauges. No piercings, other than ears, will be allowed (no band-aids covering piercings). No accessories that contain spikes, chains, or other items that may be considered dangerous.

Body Art: No inappropriate (profane or graphic) body art.

Shoes: No High heels higher than 1½ inches, Heelies (shoes with rollers on them), flip-flops, open toe shoes, or shoes without back straps will not be allowed due to safety issues. 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 a student to 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 allowed to wear hats outside and in the classroom depending on the teacher's class rules.

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