

Los Lunas Schools

Desert View Elementary

Scholar Handbook

(505) 866-2488



Desert View Elementary

Where all are empowered to pursue their dreams

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2023 - 2024 School Year

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SCHEDULES

DAILY SCHEDULE

Office Hours7:30 a.m. - 4:00 p.m.

Teacher Hours7:50 a.m. – 3:20 p.m.

Scholar Arrival: Breakfast.....8:30 a.m.

Bell8:45 a.m.

A Lunch – PreK/K10:30 – 10:45

B Lunch – PreK/K10:45 – 11:00

C Lunch – 1st.....11:15 – 11:30

D Lunch – 2nd.....11:30 – 11:45

E Lunch – 5th.....11:45 – 12:00

F Lunch – 6th.....12:00 – 12:15

G Lunch – 3rd.....12:15 – 12:30

H Lunch – 4th.....12:30 – 12:45

Scholar Dismissal..... 3:00 p.m.

EARLY RELEASE

Early Dismissal.....12:30 p.m.

ABBREVIATED SCHEDULE

In the event of inclement weather, the Los Lunas Schools will operate on an abbreviated schedule. The pick-up time will be **two hours later** than usual; dismissal time will remain the same for all schools. The elementary schools will begin at **10:45 a.m. with dismissal at 3:00 p.m.** All lunches will be on a regular schedule. Breakfast is not served.

TV stations that will relay the abbreviated day information are **KOB, KRQE** and **KOAT**. Radio stations that will provide this information include **KOB 770/AM** and **93.3/FM**. In addition, families may be notified by Teleparent/Robocall. In the event of a school closure during the day, due to extreme weather conditions or a hazardous situation, local radio and TV stations will inform the public of the emergency procedures. Parents should develop a plan with their child for bad weather/abbreviated days and/or any other emergency situations that may occur. In situations in which no adult is at home, identify a neighbor or a relative for your child to contact. It is important to communicate with the school/teacher regarding the plan for your child. Your child needs a safe secondary location to go to in these types of situations.

ATTENDANCE

All scholars are expected to attend school during the Academic School Year, in accordance with the Compulsory School Attendance Law (22-12-1 to 22-12-7 NMSA 1978).

Desert View Elementary School requires a high daily attendance rate. Please make sure your child is in school unless he/she is ill.

Scholars are expected to arrive on time and remain in class until the bell rings at 3:00 p.m. Parents are asked not to request that scholars be released from class early unless it is an emergency. Requests that are not an emergency in nature will disrupt the learning environment of the entire classroom.

REPORTING SCHOLAR ABSENCES

When a scholar cannot attend school, **it is the parent/guardian's responsibility to notify the school office of the child's absence.** Parents will need to provide the office with a note that includes the date or dates the child is absent and the reason for their absence or absences. Parents may request scholar work assignments no later than 8:00 a.m. Scholar assignments can be picked up in the school office between 3:00 p.m. and 4:00 p.m.

TARDINESS

Scholars are expected to make every effort to be at school and on time for classes. Scholars who arrive late must report to the office. If tardiness becomes a chronic problem, a parent conference may be requested.

TRUANCY

The attendance for success act lays out a four tier system for students with absences

Tier 1: Whole School Prevention - positive behavior supports for school attendance

Tier 2: Individualized prevention - families will be contacted to discuss the consequences of further absences

Tier 3-4: Intervention and supports- Parents will be notified in writing of the student's absenteeism and an additional meeting will be scheduled to develop an intervention plan and weekly progress monitoring

Parents remember to keep the school notified of ANY and ALL ABSENCES!

Any questions regarding truancy please call Ruben Barreras Office # (505) 866-8328

BICYCLES

Bicycles must be left in the designated area. Bicycles must be secured with a lock on the bike rack which is located in the front of the school. For the safety of all scholars, skates, skateboards, roller shoes (Heelys™), scooters (Razors™) and/or other related items are not allowed on campus.

BULLYING PREVENTION PLAN

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. Please report bullying to a staff member immediately.

Key factors in bullying include:

- Power and control (Who has the most power? There's always an imbalance of power in bullying cases.)

- The act is repeated over time.
- There has to be intent to harm or injure
- TRADING INSULTS BACK AND FORTH IS NOT BULLYING.

"Bullying" means any repeated and pervasive written, verbal, or electronic expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more students in the school, on school grounds, in school vehicles, at a designated bus stop, or school activities or sanctioned events. Bullying includes, but is not limited to, hazing, harassment, intimidation or menacing acts of a student which may, but need not be, based on the student's race, color, sex, ethnicity, national origin, religion, disability, age or sexual orientation that a reasonable person under the circumstances should know will have the effect on others, 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 or group of students in such a way as to disrupt or interfere with the school's educational mission or education of any student.

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

Any act by use of transmitted communication, either by 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. This also includes direct or indirect communication of social networking sites. Examples of cyber bullying include:

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

Cyberbullying is defined as bullying behavior but through electronic means. See definition of bullying above

CAFETERIA SERVICES

The Los Lunas School District participates in the National School Lunch/Breakfast Programs. Scholars at DVE will receive free breakfast and lunch each day. Scholars are required to remain on school grounds during their lunch period.

CLASSROOM PLACEMENTS

Classroom placements are based on criteria designed to promote a high-quality instructional setting for our scholars. The staff of Desert View Elementary are mindful of placing scholars appropriately i.e. balance of boys/girls, achievement levels, and social skills. Teachers complete pupil placement forms, which provide classroom information on scholar achievement levels, social skills and learning styles. Classroom placement decisions are based on information provided by parents and staff. Every effort is made to place scholars in a learning environment which will address their individual needs.

If you would like to know the number of years of experience your child's teacher has, you may ask the office for this information.

CLASSROOM CHANGES

Scholar Movement Policy

The procedure for scholar transfers from one class to another is as follows:

1. Parent/s and Principal shall meet and review the reasons why a scholar should be moved.
2. A conference between parent, scholar (optional), teacher and Principal shall meet to discuss the concerns and seek resolution.
3. If resolution is not agreed upon, Principal shall make a decision based on the scholar's best interest.

CLASSROOM RULES

Teachers will develop classroom rules with their scholars during the first week of school. Rules will be posted and copies sent to parents. Teachers will call parents when a scholar continually breaks the classroom rules and disrupts the learning process.

DESERT VIEW ELEMENTARY EXPECTATIONS (Positive Behavior Intervention Support)

Cafeteria Rules

1. We will walk and talk quietly and keep our hands to ourselves.
2. We will wait *quietly* in the cafeteria line.
3. We will not take food from others unless it is offered to us.
4. We will keep our eating area clean and throw away our trash.
5. We will remember to wash our hands.
6. We will follow directions given by cafeteria workers and duty staff.
7. We will exit the cafeteria and walk quietly, keep our hands and feet to ourselves and go directly to our classrooms.
8. We will keep food in the cafeteria.

Restroom Rules

1. We will keep the restroom clean.
2. We will be mindful of waste of toilet paper or paper towels.
3. We will keep food and play out of the restrooms.
4. We will always flush the toilet after using it.
5. We will remember to wash our hands with soap and water.
6. We will respect one another and property while using the restroom facilities.

Play Safe - Be Safe!

Off Limit Areas

1. We will stay in the playground area. The benches on the sidewalks and/or sidewalks are not part of the playground equipment/area.
2. If a ball or any other object goes on the roof or shade structure, we will notify an adult.
3. We will not play on the amphitheater steps, planters or flagpole.
4. We will not leave the playground to talk to anyone and/or adults in the parking lot or any other area outside of the playground area. All adults must check-in at the office.

Playground Rules

Slide

1. We will use the stairs and handles 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 will use the slide by sitting down, keeping our legs straight in front of us.

Jungle Gyms and Turning Bars

1. We will keep our hands off others while they are playing on any jungle gym and/or turning bars.
2. We will keep our feet to ourselves.
3. We will not jump or leap from the top of playground equipment.
4. We will always cross the monkey bars in one direction.

Swings

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

Drinking Fountains

1. We will stand in line and keep our hands off others.
2. We will keep the drinking fountains clean.
3. We will not play at the drinking fountains.
4. We will use the drinking fountains for drinking purposes only.

Courtyard, Sidewalk and Hallway Rules

The courtyard is reserved for class activities and group assemblies. It is not to be used for recess play unless specifically scheduled by the teacher or the office.

1. We will clear the courtyard area during recess breaks.
2. We will not disturb other classes on our way to and from lunch, during recess, and/or during the school day.
3. We will remain quiet, keep our hands and feet to ourselves, and walk in a straight line when on the sidewalks or in the main hallway.

DISCIPLINE GUIDELINES

According to District Policy, the site administrator will act upon discipline issues and their consequences. For further clarifications refer to the [Los Lunas Schools' Scholar Behavior Handbook](#).

Desert View Elementary expects scholar dress and grooming to reflect high standards. Also, scholars are expected to conduct themselves with "Character that Counts." Each scholar's attire contributes to a positive,

safe, and healthy learning environment. Scholar dress may not present a disruption to the educational environment. This includes attire, grooming and hygiene.

Public displays of affection such as hand holding, hugging and kissing are not acceptable on school campus. Students who are caught in these situations will be given a Hot Slip and parents notified.

DRESS CODE

The following requirements have been established for the **Uniform Dress Code Attire**:

1. **Tops: Boys:** shirts with sleeves must be worn at all times. Girls: sleeveless tops with a minimum width of two inch wide straps are acceptable. The shirt straps must be wide enough to cover undergarments. See through, bare midriff clothing is not permitted. Shirt hems must extend below the waist whether in sitting or standing position (Please ensure attire is weather appropriate). Logos must be school appropriate.
2. Heavy coats or jackets are not to be worn in the classroom during instruction time.
3. **Bottoms:** must be worn at the waist, not more than one (1) size larger than the waist; and should be standard leg size (no more than (6) inches wide), hemmed, and length no longer than mid heel. Fingertip measurement, with hands down at the sides, will be standard for skirts, shorts, and skorts. Yoga pants, stretchy pants or tights are not allowed unless covered by appropriate length dress or skirt. Pants with holes are permitted as long as skin above the knee is covered.
4. **Belts:** Belts should fit snugly with no more than three (3) inches past the first loop. No belts hanging down from the waist.

The following will absolutely not be allowed:

1. Distractive or altered clothing, such as, but not limited to, torn or shredded jeans, shirts with spaghetti straps, undershirts, muscle shirts, halter tops, tube tops, off the shoulder or low cut clothing, wind pants/sweat suits, overalls, see through clothing, short shorts and skirts, bike shorts, bare midriff, saggy and/or baggy pants, trench coats, skin tight fitting clothes or oversized outerwear (as determined by the administration),
2. Disruptive jewelry, tattoos or body art, makeup of any kind, unnatural hair colors or hairstyles, spray on hair colors unless spirit day. No piercings other than ears. Hats, scarves, and/or other headgear can be worn **outside only**.
3. Clothing that advertises, displays, or promotes any drug including alcohol or tobacco, represents any perceived gang affiliation (colors or other), or is construed as obscene or offensive to others.
4. For safety reasons, flip-flops are not allowed to be worn at school.

NON-EDUCATIONAL ITEMS

Scholars may 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: No large bags of Chips i.e. Hot Cheetos, Hot Fries, Takis (unless allowed by a supervising teacher for parties), gum, candy, soda, sunglasses, chains, trading cards, spinners, lime salt, chili powder, I Pods, music/movie download devices, laser pointers, squirt guns, toys of any kind, permanent marking pens, white out/liquid paper, matches, lighters, video games, radios, dangerous objects, cellular phones, pagers, smartphones or smart watches 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. Scholars 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.

Weapons

This policy is enacted to implement the requirements of the federal Gun Free Schools Act of 1994, 20 U.S.C., 8921 and N.M.S.A. 1978, 22-5-4-7, and it is the intention of the Board that it be interpreted broadly to conform to these provisions of law. The Los Lunas Schools policy relating to weapons on school property is set out in full in the L.L.S. Scholar Behavior Handbook. If you have questions about this policy, please refer to the Scholar Behavior Handbook located on the Los Lunas Schools Website or contact the administrator for the full text of this policy.

PETS/ANIMALS OR OTHER ITEMS IN SCHOOL

Having pets in school can be an exciting event, and may be more exciting than scholars can handle. As listed in the Los Lunas School District Handbook under the section of General Disruptive Conduct; it is not permissible for scholars or individuals' in relation to the scholar to bring items or subjects, i.e. pets or animals, which may disrupt the educational process, constitute a health or safety hazard, is in violation of state or municipal law, or is in violation of specific school rules unless expressed authorization is permitted by the principal and only if the following criteria is met:

1. Written permission is obtained for ALL scholars' parents releasing DVE, DVE's Administration, and the Los Lunas School District from any liability for personal property or injury sustained from having pets or animals at school. (Office has a copy to utilize).
2. Information is obtained and a plan developed by the sponsor/supervising teacher regarding scholars' with allergies or any other medical condition that could be a potential danger to scholars, affected by pets or animals.
3. Animal handlers must have credentials or be sanctioned or certified to handle animals by a reputable organization. Copies must be turned in to the office prior to the event.

Further, transportation will not permit anyone to transport items or subjects (pets/animals/other items living or non-living) that may constitute a danger or health hazard on the bus.

EMERGENCY PROCEDURES

EMERGENCY DRILLS

By law, emergency evacuation drills must be conducted periodically. Drills are not to be taken lightly. Each drill should be treated as an actual emergency. Scholars should move in an orderly fashion, quickly and quietly through designated exits. Scholars will exit with their teacher (or if not in class, exit and report to the teacher at the assigned area). The teacher will take roll and give any additional instructions needed. The teacher will take the scholars back to the classroom when the "all clear" signal is given.

OFFICE 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 and 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 scholar's emergency card.
3. If unable to reach either the parents or emergency contact, a rescue unit may be called and the scholar 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.

ENROLLMENT PROCEDURES

NEW SCHOLARS

Parents/Guardians of any scholar who is enrolling for the first time in the Los Lunas Schools must provide the following at the time of registration:

- 1. Official Birth Certificate** (if the child has not previously attended a school in New Mexico) Hospital certificates or baptismal certificates will not be accepted as Birth Certificates. Official Birth Certificates are obtained from the Bureau of Vital Statistics in the state where the child was born.
- 2. Current Immunization Records.** By law, immunization records must be on file indicating that scholars have been properly inoculated. Failure to submit their record for file is grounds to disenroll the scholar until proof of inoculation is submitted.
- 3. Proof of Residency;** Bill, phone bill, water bill, notarized letter of the person you are living with, or lease agreement with your name on the document.

SCHOLAR REGISTRATION

Parents/Guardians of all scholars must complete the following information *online* in order to register a child in school:

1. Pupil Registration Forms
2. Emergency Procedures Card
3. Home Language Survey
4. Internet Use Policy
5. Transportation
6. Library Use Policy

Parents must notify the office whenever there are changes in the Emergency Card Information (phone #, address, etc.). Proof of residency may be required to determine enrollment in the correct school boundary area. Scholars living outside the school boundary area must apply for an Out of District/Boundary transfer with the principal at the school which they are requesting to attend. Transfer forms are available at school sites and Central Office. Transfer scholars (Out of District/Boundary) will be registered only after the school office receives written or verbal approval of the transfer request and if there is space available. District boundaries will be strictly enforced.

PARENT TEACHER COMMITTEE ORGANIZATION

Desert View Elementary encourages the support and collaborative efforts of parent organizations in enriching the opportunities of scholar's educational experiences. Meetings will be held each month at an agreed upon time with the members. Dates and times of parent meetings will be sent out through *Remind*.

GENERAL INFORMATION

CHECKING OUT A SCHOLAR (During School Hours)

Desert View Elementary School IS A CLOSED CAMPUS. Scholars are not permitted to leave the school grounds during school hours unless the parent/guardian has made prior arrangements with the office. Parent(s)/

Guardian(s) MUST sign out their child in the office, by doing so will limit classroom disruption. The scholar will be called from class to the office via the intercom. **ONLY PERSONS INDICATED ON THE EMERGENCY FORM MAY CHECK OUT A SCHOLAR. Persons on Emergency Form need to be 18 years or older.**

HOLDING SCHOLARS FROM THE BUS (During School Hours)

Arrangements must be made in advance if a child is to be held from getting on their bus. Desert View Elementary School must be notified by 1:00 PM, NO EXCEPTIONS. If your child will not be riding the bus please send a note to the teacher either hand written or through Remind prior to 1:00 PM.

COVID PROTOCOL

Covid safe practices will be observed at Desert View Elementary. Social distancing along with frequent, thorough hand washing is practiced on campus. If a scholar is not feeling well or has a fever, please keep them home.

FIELD TRIPS

Field trips are designed to enrich scholars' learning. Scholars must have a written permission form signed by the parent/guardian on file prior to leaving for the trip. Failure to return a signed permission form prior to the trip will result in the scholar's inability to participate. **Consent cannot be given over the phone, it must be in writing.**

Scholars are expected to follow all school rules during each field trip. Scholars are expected to return to school on the bus, unless previous arrangements have been made in writing 24 hours in advance. Scholars with behavior referrals may be required to have an adult relative accompany them on the field trip.

Parent volunteers assisting with field trip activities are expected to model appropriate behavior, appropriate dress and promote positive learning experiences. Parent volunteers work under the direction of the teacher to supervise and facilitate learning activities. **Siblings under the age of 18 or scholars not enrolled in our school are not permitted on field trips. Parents will provide their own transportation.**

Siblings at DVE

DVE cannot assume the responsibility or liability for under age family/friends/or relative members visiting or participating in events at our school. There are a few exceptions i.e. parent attending an IEP and has no coverage for their child is one example. It is highly encouraged for parents to find a sitter for their child(ren) while attending DVE. No exceptions unless otherwise authorized by the school's administration.

FILMS/VIDEOS

Multi-media resources such as DVD's can introduce or enhance the curriculum. They are presented to scholars to enhance, motivate, or clarify educational objectives. K-6 may include "G" or "PG" rated movies. **Permission slips, signed by parent/guardian, are required for all "PG" rated videos. A principal's signature is required for "PG" materials.**

LOST AND FOUND

All personal items should be labeled in order to facilitate the identification of the owner. The school is not responsible for any personal items lost or stolen. There is a lost and found box in the main hallway north of the library. We suggest you write your child's name on their backpacks, jackets, sweatshirts, notebooks, etc.

MAKE UP WORK

It is essential that scholars make up missed work if absent from school. It is the **responsibility of the scholar** and/or parent to initiate requests for makeup work at a time that is convenient for the teacher. **Scholars have one day for each day missed to complete and return make up work.** Teachers will make allowances for individual circumstances based on consultation with the scholar and/or parent(s). Parents may request scholar work assignments no later than 8:00 a.m., which may be picked up in the school office between 3:00 p.m. and 4:00 p.m.

RELIGION IN THE SCHOOLS (6.6 Board Policy)

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

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

The proper role of religion in 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 nonreligious study of religion also provides a basis for the schools to play a vital role in instilling understanding, tolerance and mutual respect among people of different backgrounds.

RELEASE TIME FOR RELIGIOUS INSTRUCTION

Any student may be excused from school to participate in religious instruction for not more than one class period each school day, at a time period not in conflict with the academic program of the school, in accordance with the following procedure. The District administration shall develop a form for Request for Release Time, which includes the following criteria, and such other information as is appropriate for administration of this policy.

The parent or legal guardian of the student shall provide a written consent to the principal of the school in which the student is enrolled, prior to the student's release. The parent or legal guardian shall identify and include the address and telephone number of the person to whom the student shall be released, if other than the parent or legal guardian, and shall be responsible for assuring that the requested release period does not conflict with the student's academic schedule. By signing the Request for Release Time consenting to the student's release for religious instruction, the parent or legal guardian also agrees to assume all responsibility for the released student, and to waive any claim against the Board and District arising from, or relating to, acts or occurrences involving the student during the release period, including, but not limited to, tort claims, and claims for failure to provide an appropriate instructional program.

SCHOLAR PROGRESS/REPORT CARDS

1. Progress Reports will be issued halfway through the grading period. (every 4 ½ weeks)
2. Report cards will be issued each grading period. These report cards reflect achievement in class work, attendance and behavior. Report card dates will be posted in school calendars or school newsletters.
3. Kindergarten through sixth grade will receive a standards-based report card.

SCHOLAR INSURANCE

Officials of the school have made arrangements for you to purchase insurance at a nominal cost. Additional information about the scholar's accident insurance packets will be available in the office at the beginning of the school year.

SPECIAL EDUCATION

Los Lunas Schools provides a range of Special Education programs to students who meet eligibility requirements per the Individuals with Disabilities Education Act. Students may qualify for Special Education placement only after completing an appropriate referral, diagnostic evaluation, and Eligibility Determination. Referrals are made only after a wide range of strategies have been implemented to assist a child in the general education classroom. Parents are notified of any referral and must give permission for any diagnostic testing and potential Special Education services or placement. An Individualized Education Program meeting is held with parents and staff to determine the child's most appropriate educational program placement. Parents are notified of eligibility and must give permission for any special education program placement.

Students who qualify for an Individualized Education Plan (IEP) may have modifications or accommodations included in the IEP to be successful within the general education curriculum. When a student has met the eligibility requirements for an IEP, the team will use the evaluation results to determine which accommodations and modifications the student needs to be successful.

SEXUALITY EDUCATION/PUBERTY DEVELOPMENT

The school nurse and counselor provide Human Growth and Development (HGD) classes during the school year to 5th and 6th grade scholars with **written parent consent**. HGD classes will help scholars become aware of changes as they grow. Parents may request to see the Video that will be shown to scholars through our school nurse.

SCHOLAR ASSISTANCE TEAM

Each school district is required by the New Mexico State Standard (A.4.2.1) to use a general screening process to plan and provide appropriate education programs for scholars. The Scholar Assistance Team (SAT) is identified by our District to provide a vehicle for this screening process. Members of the SAT may include administration/designee, teacher, counselor, nurse, and a classroom teacher representative.

Scholars may be referred to SAT for academic performance (under achievement/high potential), social or emotional functioning, attendance, language difficulties or any other factors, which affect the scholar's academic success. The referring teacher and the scholar's parents/guardians are notified of the SAT meeting. SAT members discuss a variety of strategies in planning a range of interventions to meet the scholar's individual needs.

SPECIAL PROGRAMS

Instructional programs in areas of special student need may be provided where funds are available. Programs will be under the direction of the professional staff and will address applicable legal and regulatory standards and guidelines.

1. **Disadvantaged** – Instructional programs will be designed to meet the needs of disadvantaged students. Eligibility criteria will be developed by the professional staff to meet applicable legal standards and regulatory guidelines.

2. **Multi-Layered Systems of Support and the Student Assistance Team** - Academic Interventions will be designed and implemented to meet the needs of students who fail to master essential competencies, emphasizing early intervention, and reliance on diagnostic and prescriptive teaching practices at all levels, K-12. Primary Instruction (first instruction) is considered Tier I Instruction and shall be provided for all students. Increased intensity of intervention occurs at Tier II, whereby the student may be recommended for a multidisciplinary evaluation, through the Student Assistance Team (SAT). In addition, students who fail coursework at the secondary level may be provided the opportunity to retake failed course work.

3. **Alternative Educational Setting** - Instruction may be offered in an alternative educational setting, to those students who are unable to attend school or participate in the regular school program, due to mental or physical illness or injury. Such a program or setting may be limited in duration or content, and may include accommodations designed to provide the student access to educational services and the ability to receive educational benefits with supportive aids or services. When appropriate, a referral may be made for evaluation of a student for special education placement.

4. **Gifted Student** - The instructional program will be designed to meet the needs of gifted students. The needs of eligible gifted students will be evaluated and services provided, in accordance with New Mexico Special Education Program Standards.

5. **Special Education and Related Services** - The Board will provide educational programs for eligible students with disabilities in accordance with New Mexico Special Education program standards and applicable federal law and regulations.

504 OF THE REHABILITATION ACT OF 1973

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. Section 504 defines a person with a disability as anyone who: 1. has a mental or physical impairment which substantially limits one or more major life activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working; 2. has a record of such an impairment; or 3. is regarded as having such an impairment. The School District acknowledges its responsibility under Section 504 to avoid discrimination in policies and practices regarding its students. No discrimination against any person with a disability shall knowingly be permitted in any program or practices in the School District. Under Section 504 the School District has a responsibility to identify, evaluate, and, if the student is determined to be eligible under Section 504, to afford access to appropriate educational services. The School District will develop a plan to implement the requirements' under. This plan will include a due process procedure.

TECHNOLOGY

Los Lunas schools strive to empower 21st century learning by providing iPads for all elementary students. Guidelines have been established for the use of devices and Internet Access, by LLS School Board policy. These guidelines prohibit plagiarism, copyright violations, invasion of privacy, and unauthorized access. Students and parents/guardians are required to sign a contract entitled, "Los Lunas Schools Student Acceptable Use Agreement and Parent Permission Form." [The LLS Technology Handbook](#) outlines expectations for student iPads including:

1. Bring iPads to school, fully charged each day.
2. Always keep the case and screen protector on the iPad to prevent damage and fees
3. Avoid placing stickers, labels on iPad cases
4. Use the iPad appropriately in accordance with teacher directives

Families will also be expected to pay an annual lab fee to cover general upkeep costs of the device. If your device is broken or lost, report it to our main office immediately. Please review the LLS Technology Handbook for a complete and up to date list of expectations and repair costs.

TESTING

In conjunction with the State of New Mexico and Los Lunas School District mandates, the district administers several testing instruments. Standardized tests help monitor scholar progress and enable the educators to make comparisons on national and state levels. *Istation and iMSSA* are short cycle assessments given three times a year in Reading and Math. The data received from the tests are used to guide instruction and determine the educational needs of each scholar. ***All scholars are encouraged to do their best on all tests and assessments.***

TEXTBOOKS

Textbooks are furnished at public expense to each scholar. The scholar is responsible for the proper care and return of the books. Replacement costs will be charged to the responsible party for the loss, destruction or misuse of the textbooks or library books issued to a scholar. If a scholar withdraws from school, he/she must return all books and materials that were issued to him/her.

TRANSPORTATION

The Los Lunas School District provides transportation to scholars that qualify for transportation under NM State Law. **Transportation is a privilege.** Anytime scholars ride the bus, they must obey state, local and school regulations which govern transportation. Inappropriate behavior will result in disciplinary action. This may include bus suspension, as well as consequences at school.

Scholars residing in designated hazardous walking areas also receive transportation. All other scholars are required to walk or be transported by parents/guardians. Parents are asked to assist with the implementation and enforcement of rules to ensure school bus rider safety. Questions regarding scholar transportation should be directed to the Supervisor of Transportation at (505) 866-2147.

USES OF SCHOOL FACILITIES

PERMISSIBLE USES IN GENERAL

The school program and school-related activities shall always have priority for the use of school facilities. Subject to school board policy 4.2, school facilities may be used by non-school persons or organizations to promote the educational, cultural, recreational, civil, moral, spiritual, or social development or well-being of the participants of the community.

Requests may be denied if the proposed activity would involve a reasonably foreseeable risk to health, safety, wellness or property. Individuals, groups or entities wishing to use school facilities for a permissible purpose shall initiate a request for approval by completing a written application in a form prescribed by the superintendent of schools. Please refer to the district website for more information regarding fees, acceptable use, and applications..

PARENT/SCHOLAR GRIEVANCE PROCEDURE

The primary purpose of this policy is to provide for the prompt and equitable resolution of parent/scholar complaints as close to the source of the complaint as possible. Therefore, parents/scholars should address the issue or complaint at the level where the issue arose (i.e. the teacher, coach) only then should the complaint

proceed to the assistant principal, the principal, the assistant superintendent, the superintendent, and as a final arbiter, the Board. See The LLS Scholar Behavior Handbook for additional information.

Board Policy 7.1 Adopted: 1-9-96 Revised: 1-14-97

SCHOLAR SUPPORT SERVICES

BILINGUAL/ESL/MULTICULTURAL PROGRAMS

Classrooms participate in ESL multicultural activities. These activities are offered to increase scholar awareness and understanding of the many cultures in our community and around the world. Scholars will also have opportunities to acquire skills in languages prevalent in our community. Scholars with limited proficiency in English will receive assistance by teachers and other staff members certified in Bilingual Education and/or ESL (English as a Second Language).

COUNSELING

The mission of Desert View Elementary School Counseling Program is to provide a comprehensive, developmental counseling program that addresses personal/social, academic, and career development of all scholars. With the collaborative effort of school personnel, families, and community resources, the school counseling program will provide every scholar with opportunities to become productive citizens of their community. If your child would benefit from school counseling, you may obtain a referral form from the counselor or the main office.

HEALTH SERVICES

A Registered Nurse directs the health and wellness services at each school site in Los Lunas Schools. School health and wellness policies are governed by the New Mexico Departments of Health and Public Education, New Mexico Boards of Nursing and Pharmacy and the Los Lunas Schools. The mission of the School Nurse is to help keep scholars in school and learning in a healthy and safe environment.

Your school nurse provides the following services to our scholars and staff:

- First Aid and Triage
- Communicates per letter or phone with parents about illnesses or injuries
- Communicates with staff members and office if scholars are released from school for medical reasons
- Makes nursing diagnosis on signs and symptoms, as well as medical history
- Medicaid Billing
- Makes doctor, dentist, audiologist and mental health advisements
- Administers authorized school medications prescribed by physician
- Coordinates safety, health and wellness programs
- Coordinates low cost and/or free dental clinics at school
- Oversees all hearing and vision screenings for Kindergarten and Grades 1, 3, and 5, as well as Special Education scholars
- Develops Individual Health Plans (IHP) and Emergency Plans for scholars as required
- Assists with decisions about medical concerns and education in 504, IEP or SAT meetings as requested by parents and staff members
- Maintains and is responsible for all immunization records and enforcement of current state laws.
- Collects hard data for funding health services in the schools
- Maintains and records all information from parents on scholar's Emergency Medical Authorization (EMA) forms

- Workers Compensation (performs initial assessment and submits necessary paperwork)
- Works with community agencies to provide services
- Reports child abuse and neglect to Children’s Protective Services (CPS)
- Teaches puberty and health classes per LLS policy
- Follows FERPA and HIPA guidelines for protecting scholar health information. Parents play the primary role in their child’s health and wellness. Parents can help protect their children’s health and safety by:
 - Keeping their child home when they have a fever, are vomiting, have a rash of unknown origin and the first day the child is on a new medication or antibiotic.
 - Reporting hospitalizations, non-school injuries, new medical problems or home medications “directly” to the school nurse.
 - Keeping emergency phone numbers updated with the Attendance Clerk
 - Notifying the nurse of extended absences due to injury or illness. The nurse can work with you to see if your child qualifies for a Section 504, a homebound teacher or needs an Individual Health Plan for school.
 - Reinforcing good health habits at every stage of your child’s development: a good night’s sleep, a well-balanced diet and plenty of physical activity.
 - Organizes and trains Code Blue Team (first responders to emergencies)

LIBRARY SERVICES

Book Check-Out

Scholars in Kindergarten and First grade are allowed to check out one book per week. Scholars in Second grade will check out one book for the first semester, then two books for the second semester. Third through Sixth grades are allowed to check out up to two books per week. The checkout period is one week.

Fines and Damaged Books

There are no fines for overdue books. However, scholars must bring back their books each week, even if they want to renew them. If a book is lost or damaged, the scholar is expected to pay to have the book replaced or repaired. If a scholar cannot afford to pay, then alternate arrangements can be made with the Librarian, which may include working in the Library before school or during lunch.

BAND

In sixth grade, band is offered on an elective basis and meets daily. Scholars will audition in 5th grade to be able to participate in band. In addition to helping scholars learn music skills, band is a valuable experience to help scholars learn discipline, responsibility and cooperation. Starting band in sixth grade also helps scholars prepare for participation in the many exciting activities of middle and high school band.

VOLUNTEER POLICY

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

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:

Volunteer will comply with all policies and procedures of the District, including, but not limited to, policies requiring an individual to undergo criminal background checks, to maintain the confidentiality of student

records as required by the Family Education Rights and Privacy Act (FERPA), to comply with the District's policies on computer use policy, Drug Free Work Place Act, and sexual harassment.

Volunteer is not an employee of the District and shall not accrue any rights to compensation, leave or other benefits of employment. The District may reimburse volunteers for mileage, subject to the Mileage and Per Diem Act and may be paid a nominal amount for other charges and expenses approved in the District.

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

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

All individuals requesting to volunteer in the School District during the school year are required to apply with the Human Resources Department. Volunteers must have the following:

Criminal background check to be paid by the volunteer or the requesting school; and

Waiver statement and volunteer information sheet.

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

WITHDRAWAL FROM SCHOOL/ TRANSFERS

PLEASE allow 24 hours for withdrawals to be processed. Parents are encouraged to notify the office 24 hours prior to withdrawal. A scholar, who is withdrawing or transferring from the Los Lunas Schools, should follow this procedure:

1. Scholars under the age of 18 will not be allowed to withdraw or transfer out of DVE without a parent/guardian.
2. Pick up a withdrawal form from the office.
3. Check in the iPad and charger to the office.
4. Check in all books to teachers and the library.
5. Have the teacher, librarian and principal sign the form.
6. Pay all fines. New Mexico law provides that records may not be released unless all scholar fines and fees are paid. This may include missing or broken technology items (iPads, chargers and hotspots)

TRANSCRIPTS

Transcripts will be released to other schools and related authorities upon receipt of a Release of Records Form from Desert View Elementary. The parent/guardian will be required to sign this form when withdrawing his/her scholar.

EDUCATIONAL PROGRAMS

LANGUAGE ARTS

Scholars at Desert View Elementary will participate in a comprehensive literacy framework through Amplify CKLA, a core curriculum grounded in the science of reading. Amplify combines knowledge in history, science, literature, and the arts with systematic, research-based foundational skills instruction. It includes an emphasis on integrating writing. Nightly reading will be required for all scholars. A reading log will be utilized at each grade level. Common Core State Standards will guide instructional focus within the ELA Standards for all classrooms.

MATHEMATICS

While learning mathematics, scholars will be actively engaged, using concrete hands-on materials, *enVision 2.0* as well as appropriate technologies such as computers. However, the use of technology shall not be regarded as a substitute for a scholar's understanding of quantitative concepts and relationships or for proficiency in basic computations. Mathematics has its own language, and the acquisition of specialized vocabulary and language patterns is crucial to a scholar's understanding and appreciation of the subject. Scholars should be encouraged to use concepts, skills, symbols, and vocabulary identified in their mathematics program correctly.

The development of problem-solving skills will be a major goal of the mathematics program at every grade level. Instruction in the process of problem solving will be integrated early and continuously into each scholar's mathematics education. Scholars will be helped to develop a wide range of skills, strategies and best practices for solving a variety of problem types and will learn to explain with words how they solved a problem.

SCIENCE

The learning of science concepts will be based on an inquiry approach using Pearson Elevate for elementary scholars. Every scholar is motivated to reach higher and go further. Elevate Science includes a blended print and digital curriculum, designed to elevate thinking, learning, and teaching.

SOCIAL STUDIES

The study of history provides a foundation that stresses the importance of the past, culture, traditions, social behaviors and emphasizes the intellectual skills required for responsible citizenship. Scholars practice these skills as they extend their understanding of the essential knowledge defined by all of the standards for history and social science focused on NM State Standards.

DESERT VIEW ELEMENTARY KINDERGARTEN PROGRAM

The Desert View Elementary kindergarten is a full day academic program. In order to anticipate success, a child entering the kindergarten program can be helped by the following:

1. Recognize and print first name
2. Recognize and count numbers 1-20
3. Have been read to nightly
4. Name and recognize primary colors
5. Name and recognize 2-dimensional shapes
6. Know the difference between a letter and a number

A pre-screening is administered to each entering scholar, who will be 5 years old by September 1st. The pre-screening test is utilized to determine a scholar's maturation level and placement in conjunction with the school's and district expectations. Parents will be informed of the areas a child needs to develop after the readiness test is administered. The school hopes to enroll scholars who are socially and academically ready to enter kindergarten. In some cases, it is developmentally best for a child to be in a preschool program and wait a year before enrolling in a kindergarten program.