

Tomé, World's Best Elementary Parent/Student Handbook 2021-2022



Los Lunas Schools

Vision: Every Student Matters. Every Moment Counts

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Tomé, World’s Best Elementary

Mission: To focus and facilitate student learning to achieve the highest quality education.

Vision: To be the World’s Best Elementary!

Robert Alexander, Principal
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School Office Hours: 8:00am to 4:30pm
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Abbreviated Schedule

In the event of inclement weather, Los Lunas Schools will operate on an abbreviated day basis. The start time of each school will be two hours later than usual; dismissal time will remain the same for all schools. The school day times will be determined. Breakfast will not be served. No preschool on these days.

Major television stations, district web page, and School Messenger phone system will notify parent/guardians of schedule changes (based on information provided in parent portal on PowerSchool).

Absences

When a student cannot attend school, it is the parent/guardian's responsibility to notify the school office of the child's absence. Calls should be made by 9:00 a.m. on the date of the absence. When the child returns to school, parents are asked to send a note with the child giving dates and reason for the absence. This will avoid an unexcused, no contact absence. Parents may request student work assignments, which may be picked up in the school office after 3:30 p.m.

Attendance

It is required by the New Mexico Compulsory School Attendance Law (NMSA 1978 Sect. 22-12-1 to 22-12-8, that all school age students attend school.

Bullying

Bullying behavior by any student in the Los Lunas Schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Bullying" means any repeated and pervasive written, verbal or electronic expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more students in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events.

Bullying includes, but not limited to, hazing, harassment, intimidation or menacing acts of a student which may, but need not be based on race, color, sex, ethnicity, national origin, religion, disability, age or sexual orientation that a reasonable person under the circumstances should know will have the effect of:

- Placing a student in reasonable fear of physical harm or damage to the student's property; or
- Physically harming a student or damaging a student's property; or
- Insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

Students and parents may file verbal or written complaints concerning suspected bullying behavior to school personnel and administrators. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, up to and including suspension and/or expulsion.

Bus Transportation (505-866-2147)

Student transportation is a privilege extended to students who qualify for transportation according to statues 22-16-2 NMSA 1978 Compilation. Students who do not obey the state and local regulations governing student transportation may have their transportation privileges revoked by the school district. The transportation department has a handbook outlining safety rules for riding buses. Students are asked to carefully review rules with their parent/guardian.

***Reminder, the school day starts at the bus stop and ends when students arrive home.

Cafeteria

The Los Lunas School District is a participant in the National School Lunch and Breakfast Programs. Students are encouraged to eat breakfast and/or lunch at school. All students at Tome are eligible for no charge meal.

Cafeteria expectations

During breakfast or lunch every student is expected to demonstrate courteous and responsible behavior. Each student will:

- Enter the cafeteria and stand in line quietly;
- Eat food properly and in an appropriate manner;
- Use a quiet voice for conversation at the table;
- Keep hands and body to yourself;
- Upon dismissal, use 2 hands to carry tray and walk slowly;
- Respect the instructions of the staff members on duty; and
- Keep food in the cafeteria or put away in backpack.

Classroom placements

Classroom placements are based on criteria designed to promote a quality instructional setting for our students. Efforts are directed toward placing students to achieve a balance of boys/girls, ethnicity, achievement levels, language needs, and social skills. Teachers complete suggested pupil placement forms, which provide classroom information on student achievement levels, social skills and learning styles. Administration uses this information and will make final decisions.

Early Check Outs

Students will not be permitted to leave the school grounds without a parent/guardian signing them out. Parents/guardians will need to have a picture ID to check students out early from school.

Emergency Drills

By law, emergency evacuation drills must be conducted periodically. Drills are not to be taken lightly. Each drill should be treated with the assumption that there is an actual hazard. Students should move quickly and quietly through the assigned exit or the nearest exit and will not misbehave. The teacher / adult will take roll and give any additional instructions needed. The teacher will take the students back to the classroom when the "all clear" signal is given. Other drills include lock down, in which all individuals will remain in a locked room, quiet, and calm until the lock down is lifted and shelter in place in which all individuals will remain in a room but may continue to teach / learn / work.

Enrollment Policies

Parents/Guardians of students enrolling in any school in the Los Lunas District need to provide the following:

- Official Birth Certificate (not a copy)
- Current Immunization Records
- Proof of Residency (mortgage coupon, notarized lease or a PNM bill)

Hospital certificates or baptismal records are not acceptable as a birth certificate. Students entering Kindergarten must be Five (5) years of age before 12:01 a.m. on September 1 of the year they are entering school.

Online Student Registration must be completed for all students attending Los Lunas Schools. More information can be found at www.llschools.net. Parent/guardians are to provide at least two additional adults to be notified in case of emergency. Students will not be released to anyone other than those individuals named on the form.

Field Trips

Field trips are designed to enrich students' learning. Students must have a written permission form signed by a parent or legal guardian on file prior to leaving on the trip. Failure to return a signed permission form prior to the trip will result in the student's inability to participate. Students are expected to follow all school rules during each field trip. Parent volunteers assisting with field trip activities are expected to model appropriate behavior and dress appropriately to promote positive learning experiences. Parent volunteers work under the direction of the teacher to supervise and facilitate learning activities. Students not enrolled in our school and younger siblings are NOT permitted on field trips. Field trip privileges may be revoked from students who pose a threat to themselves or others or who are consistently disruptive at school. All student participants will use school transportation to the field trip. Parents wishing to transport their children from the field trip must complete the appropriate form from the office.

Grading: Standard Based Report Cards

A-F grading systems incorporate a variety of factors to determine grade (tests, labs, homework completion/accuracy, participation, extra credit, etc.)

Performance standards describe how well a student is doing in relation to mastery or proficiency of a particular standard.

Performance assessment is a general term for any kind of testing activity in which students answer questions, create special reports or projects, develop a portfolio or perform demonstrations to make known their knowledge and skills.

Assessment is based on daily work, independent work skills, group work skills, pre and post-tests, and discussion through whole and cooperative learning groups. Student responsibilities for learning and behavior are determined by participation, collaborative relationships, homework, and organizational skills.

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.

Disclaimer: It is important to remember that all grade level learning standards are end-of-year expectations. It is appropriate for the student to perform at a "2" when first learning a concept. The goal is for the student to perform at a "4" by the end of the year.

Homework

We do not endorse the use of homework as an instructional tool. Each student should have nightly reading. Some students may have to finish work that should have been done during school hours.

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 to be sent home to the parents. The teacher will determine if further consequences are necessary. Staff must call parents when sending a hot slip home. Parents are asked to sign the hot slip and return it to the teacher the next school day. A conference may be

requested by the teacher or parent. When a student has received 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. The principal will meet with the student and contact the parents to arrange a conference, in-school suspension, or other discipline if necessary.

Lost and Found

The school is NOT responsible for the loss of items. All personal items should be labeled in order to facilitate the identification of the owner. All lost and found articles are placed in the Lost and Found box located in the cafeteria.

Non-Educational Items

All items not pertaining to school must be left at home. This includes, but is not limited to: fidget spinners, cell phones, toys, cameras, radios, MP3 players, iPods, tablets, baseball bats, baseballs, basketballs, footballs, trading cards, electronic games, make-up, hair spray, etc. We encourage your child to only bring items or projects directly associated to academic learning. If such items are lost or stolen, the school assumes no responsibility.

- 1st time will result in student losing item until the end of the school day when the student may retrieve the item from the teacher at the end of the school day.
- 2nd time will result in student losing item until the end of the school day when the student may retrieve the item from the office at the end of the school day.
- 3rd time will result in student losing item until parent can come to school to retrieve it.
- 4th time will result in student losing item until the end of the school year and parent will meet with principal.

Playground Rules

The Playground Code of Conduct must be followed at all times. Our actions are guided by key questions:

Is it safe?
Is it courteous?
Is it my best?

- Students are to play only from the stage to the playground area.
- Students need to be respectful of classes not at recess and stay away from classroom pods.
- Students will not throw rocks, kick sand, throw snowballs, etc.
- Students will be aware of their surroundings and be cautious.
- Only preschool students are allowed in the preschool play area.
- No food in the playground area except popcorn and pickle on Fridays.

Disclaimer: play is an opportunity for students to learn social and emotional skills. Conflict does happen. This will be addressed by duty individuals as appropriate.

Schedules

Regular Schedule: The school day begins at 8:55 a.m. and ends at 3:30 p.m. Students should not be dropped off before 8:30 a.m. Students are expected to walk through the cafeteria before going out to recess. Parent pickup will be allowed with a visible placard you can pick up in the school office. Without a vehicle placard, you will have to walk into the office to pick up your child/children. Local

authorities will be contacted if students are not picked up by parents/guardians within an hour after dismissal.

On early release days, students are released at 1:00 p.m. No preschool on those days.

School Rules

Students will practice the Six Pillars of Character Counts: Caring, Responsibility, Fairness, Trustworthiness, Citizenship, and Respect.

School Discipline Plan

The Los Lunas Schools Discipline Handbook establishes expectations for all students and is accessible on the LLS Safety & Security website (www.llschools.net). All revisions, corrections, or additions will be posted regularly on the website. This 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.

Tomé, World's Best Elementary believes in the goodness and abilities of all children. We practice "restorative justice" to support all children. Here's an example of what that may look like:

Students who choose to disregard a school or classroom rule must be prepared to accept the consequences for their action.

Consequences include, but are not limited to:

- A verbal warning and an opportunity to correct the action;
- Conflict mediation/referral to counselor;
- The loss of privileges such as participation in school assemblies or field trips;
- Assigned work around the school grounds;
- The loss of one or more recesses;
- Removal from the group or activity (Time Out or In School Suspension); and
- Removal from the school setting (Out of School Suspension).

Search and Seizure

In accordance with New Mexico 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 by an administrator, teacher, school bus driver, or other authorized school personnel. The search may be conducted when there is reasonable generalized suspicion that a crime or other breach of disciplinary rule is occurring, or has occurred.

Selling items

Students may not sell items at school other than those for approved school fundraisers.

State Assessments

In conjunction with State of New Mexico mandates, the Los Lunas School District administers several testing instruments. These tests help determine student's progress and enable us to make comparisons on the national and state levels. These test scores are used to plan curriculum, teaching strategies, interventions, and remediation.

Student Recognition

Positive character is recognized through several different programs, including Character Counts student of the month awards, Caught Being Good, Front of the Line passes, etc. Students who have displayed outstanding accomplishments will be recognized through TE's Renaissance Program.

Student Support

1. ESL Support:

Tomé Elementary provides ESL (English as a Second Language) support to qualified students from licensed teachers who have received training. Program success is systematically tracked by ongoing assessment methods in English.

2. Counseling:

Counseling services are available to all students. Parents may request counseling services for their child by contacting their child's teacher or the counselor.

3. Health / Nurse:

**All health orders regarding COVID-19 from New Mexico State Department of Health and New Mexico Public Education Department will be followed.

A licensed/certified school nurse directs the health services program and will administer medications to children at school only with written authorization by the child's doctor and by parent / guardian. Medicine must be in the original container from the pharmacy. If written authorization is not provided, the parent/guardian may come to school to give the medication to their child. All medication, which is brought to school, must be taken to the nurse's office.

If your child has any existing medical condition, please notify the nurse, administrative office, and your child's teacher, in writing, to make sure the condition is noted on your child's medical records and emergency card. In case of a potentially serious injury or illness occurring at school the nursing staff or office staff will:

- a. Attempt to contact the parent/guardian and explain the nature of the injury or illness and determine the actions the parent/guardian wishes for the school to take.
- b. If the school personnel is unable to reach the parent/guardian, they will call the person(s) listed as the emergency contacts and/or the family physician on the student's registration form.
- c. If school personnel are unable to reach either the parents or emergency contacts, a rescue unit will be called and the student may be transported to the Los Lunas Family Medical Center or to the medical unit listed on the registration form.
- d. If the injury or illness appears "life threatening," the school personnel will move to step c immediately and then attempt to contact parents.

4. Library services:

Library services are available to all students. Students visit the library on a scheduled basis. Notices of overdue, lost or damaged books are sent home on a regular basis.

***Disclaimer - Textbooks and library books are furnished at public expense to each student. The students are responsible for the proper care and return of the books. A fine will be charged for the loss, destruction, or misuse of the textbooks or library books issued to students. If a student withdraws from school, he/she must check in the books that were issued to them.

2. Special Education Services

Los Lunas Schools provide a range of Special Education programs to students who meet eligibility requirements. Students may qualify for Special Education placement only after an appropriate referral and diagnostic evaluation is completed. Referrals are made only after wide ranges of alternative strategies have been used to assist a child in the regular classroom. Parents are notified of any referral and must give permission for testing. An Individual Education Plan meeting is held with

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

Tardiness

If students arrive after the 8:50 a.m. tardy bell, parents are to report to the office and sign in the student. Students should go directly to class.

Telephones

Students are NOT allowed to use the office telephone except in emergencies. For the safety of students, the office will not call students out of class for phone calls nor pass messages to them. Any changes to afterschool pick-up procedures must be sent in writing to the teacher prior to the changes, unless in an emergency situation, and then parent can call in to the main office before 3 p.m.

Transfers

Proof of residency is required to determine enrollment in the correct school boundary area. Students living outside the school boundary area must apply for an Out of District/Boundary Transfer through the Principal. Transfer forms are available at school sites and Central Office. Transfer students (Out of District/Boundary) will be registered only after the school office receives approval of the Transfer Request.

Parents MUST notify the office whenever there are changes in emergency card information (Phone, Address, etc).

Tuancy

Under a cooperative agreement, referrals may be made to the Valencia County District Attorney's Office of students/families who fail to comply with the Compulsory School Attendance Law which states any parent, guardian, or person having custody and control of a person subject to the provisions of the Compulsory School Attendance Law (Chapter 22, Article 12 NMSA 1978) is responsible for the school's attendance of that person. If you have questions about this law and/or policy, please contact the Los Lunas Schools Tuancy Office at 505-866-8328.

Visitor Parking

Visitor parking, along with handicap parking, is available in designated areas located in the parking lot in front of the school only.

Visitors/ Volunteers

Parents and community members are welcome at school. Brothers/sisters or other children are not permitted to visit school. Visitors are welcome to observe and/or help in the school and in the classrooms. The following guidelines have been developed to provide an open and safe environment, which minimizes disruption to the instructional process:

1. All visitors/volunteers must sign in and checkout at the office.
2. Visitors must present photo ID.
3. Classroom visitors/volunteers are asked to arrange their visit in advance with the classroom teacher. This can be done in writing or by phone (505-865-1102).
4. We encourage parents with younger children to make arrangements for childcare when volunteering in classrooms. "Non-school aged" children are not permitted on field trips, when volunteering or observing in classrooms.
5. Classroom visits or observation are not to exceed 30 minutes.

Withdrawals

A student who is withdrawing needs to follow these procedures:

1. A parent/guardian must come into the school office and provide legal identification to request a withdrawal or transfer for their student.
2. Pick up a withdrawal form from the office.
3. Have teacher, librarian, nurse and principal sign the form.
4. Check all books in to the teachers.
5. Pay all fines. New Mexico law provides that records may not be released unless all student fines and fees are paid.

The office will sign the form once all signatures have been collected and all fines have been paid.

Tomé Elementary's Uniform Dress Code:

Los Lunas Schools encourages a positive attitude toward the student's conduct and appearance. Dress and grooming have a definite bearing on attitude and behavior.

Type of Clothing	What MAY be worn: YES	What may NOT be worn: NO
Pants, capris	<p>Style: Docker style, jeans, cargo, jogger, or carpenter pants</p> <p>Fit: Must be worn above hips, standard leg size</p> <p>Fabric: Cotton, corduroy, denim</p> <p>Color: Any solid color</p>	<p>-No baggy, saggy or oversized pants</p> <p>-No spandex/leggings unless worn under dress or shorts (must be no shorter than 3 inches above the knee).</p> <p>-No sweat, pajama or athletic type (nylon or wind) pants.</p> <p>-No holes, rips, or tears</p>
Shirts	<p>-Any solid color polo, button-up</p> <p>-Must have at least 3-inch sleeves</p> <p>-Tomé/Jaguar/Valencia High/Valencia Middle School/Los Lunas Spirit T-shirts</p> <p>-Must fit properly</p>	<p>-No muscle shirts/undershirts as outerwear</p> <p>-No spaghetti straps, off-the-shoulder, or low-cut shirts</p>
Shorts, skorts, skirts, dresses	<p>Style: Docker style, cargo, or carpenter</p> <p>Fit: Must fit at waist and be hemmed. Skirts cannot be shorter than 3" above the knee. Leggings or tights may be worn underneath skirts. Dresses must have sleeves unless dress code shirt is worn underneath.</p> <p>Color: Any solid color</p>	<p>-No athletic gear or spandex</p> <p>-No slits above appropriate length</p> <p>-No multi-colored stripes, plaids, or print dresses.</p>
Belts	-Any solid color	-No belts hanging down from the waist or longer than 3 inches past the first loop
Jewelry/Piercings/Accessories	-Earrings no larger than a quarter.	<p>-No large hoop earrings, spikes, or distracting jewelry.</p> <p>-No piercings other than ears.</p> <p>-No accessories that contain spikes, chains, or other items that may be considered dangerous.</p> <p>*It is recommended that valuable jewelry remain at home.</p>
Hats	<p>-Baseball caps, bucket caps, or sun visors can be worn for outside play</p> <p>-Knit caps can be worn outside on inclement mornings or cold days only.</p>	-No caps allowed inside of the building unless it is a designated spirit day
Hair	<p>-Natural hair color only</p> <p>-Does not cause distractions to others or the instructional program</p>	<p>-No unnatural hair colors or extensions (pink, blue, green, etc.)</p> <p>-No unnatural haircuts (Mohawks, shaved designs, spikes, ducktails, rattails, etc.)</p> <p>-No unicorn or ear-type headbands.</p>
Shoes/Other	<p>-Sturdy, non-distracting shoes</p> <p>-Sandals with sturdy straps (including a back strap)</p> <p>-Students must wear or bring gym shoes on PE day.</p>	<p>-No heels higher than 1 inch</p> <p>-No flip-flops</p> <p>-No shoes with rollers in them</p> <p>-No tattoos, body piercing, or body art.</p> <p>-No long artificial nails, or make-up.</p>
School Spirit/Dress Down Days	<p>-Tops and bottoms in good condition and appropriate sizes and lengths.</p> <p>-School appropriate logos, designs, and words</p> <p>-Athletic pants/shorts, joggers, and sweatpants.</p>	<p>-No leggings/spandex unless worn under shorts, skirts, dresses, etc.</p> <p>-No inappropriate logos, designs, or words</p> <p>-No holes, rips, or tears in jeans.</p>