

2019 – 2020

Parent-Student Handbook

**RAYMOND
GABALDON
ELEMENTARY**

RGE Mission Statement:

RGE Roars

Remarkable Growth for Everyone

RGE expects

Outstanding

Achievers

Regardless

Success for All!

RGE Vision Statement: *Today's learners, tomorrow's
leaders, achieving success!*



Motto

Every Student Matters. Every Moment Counts.

Vision Statement

Los Lunas Schools will be the premier school district in the State of New Mexico by exemplifying high levels of learning for all students.

Mission Statement

Preparing, empowering and inspiring all students to reach their maximum potential.

School Board of Education

Bryan C. Smith, Board President
Sonya C'Moya, Vice President
Brandon Campanella, Board Secretary
Frank A. Otero, Board Member
Milo W. Moody, Board Member

Los Lunas Schools does not discriminate on the basis of race, color, national origin, religion, sex, age, or disability in its programs or activities. (Los Lunas School Board Policy 7.23) Anyone who believes he or she has been discriminated against on the basis of race, color, national origin, religion, sex, age, or disability, may contact the Los Lunas School's Equity Officer:

Brian Baca, Deputy Superintendent
Los Lunas Schools
Phone # 505-865-9636
Fax# 505-866-2459
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Contents

Raymond Gabaldon Elementary Staff	1
Daily Schedule	1
Aa 2	
ABBREVIATED DAY DUE TO INCLEMENT WEATHER.....	2
ABSENCES.....	2
ARRIVAL.....	2
ATTENDANCE POLICY.....	2
AUTOMATED NOTIFICATION SYSTEM.....	4
Bb 4	
BULLYING BEHAVIOR.....	4
Cc 5	
CAFETERIA EXPECTATIONS.....	5
CELL PHONES.....	5
CLASSROOM PLACEMENTS.....	5
COLLECTION/Fundraisers.....	5
COMMUNICATION.....	6
CONFERENCES.....	6
COUNSELING SERVICES.....	6
Dd 6	
DISCIPLINE.....	6
DISMISSAL PROCEDURES.....	7
DRESS CODE FOR STUDENTS.....	7
DRUG-FREE ENVIRONMENT.....	8
Ee 8	
EMERGENCY CONTACT INFORMATION.....	8
ENROLLMENT PROCEDURES.....	8
ENGLISH AS A SECOND LANGUAGE- ESL.....	9
Ff 9	
FIELD TRIPS.....	9
FILM/VIDEO POLICY.....	9
Gg, Hh, Ii, Jj	10
IMMUNIZATION REQUIREMENTS.....	10
INSURANCE.....	10
INTERNET USE AGREEMENT.....	10
Kk, Ll	10

LIBRARY	10
LOST AND FOUND	10
LUNCH SCHEDULE	11
Mm, Nn, Oo	11
MEDICATION	11
NON-EDUCATIONAL ITEMS.....	11
Pp, Qq, Rr	11
PLAYGROUND SAFETY.....	11
PreK.....	12
Parent Teacher Organization (PTO)	12
REPORT CARDS/PROGRESS REPORTS.....	12
Ss 12	
SAFETY DRILLS	12
SAFETY AND SECURITY GUIDELINES.....	13
SPECIAL EDUCATION SERVICE.....	13
SPEED LIMITS	13
STUDENT ASSISTANCE TEAM (SAT).....	13
STUDENT CHECKOUT	14
STUDENT COUNCIL.....	14
Tt 14	
TARDINESS/EARLY REMOVALS	14
TELEPHONE USAGE.....	14
TITLE I Grant	14
TITLE III Grant.....	14
TRANSPORTATION	15
Uu, Vv 15	
VISITORS/VOLUNTEERS	15
Ww, Xx, Yy, Zz	16
WITHDRAWAL FROM SCHOOL/TRANSFERS.....	16

Raymond Gabaldon Elementary Staff

Office Staff

Catharine Campbell, Principal
Regina Sedillos, Asst. Principal
Juanita Sanchez, Secretary III
Guadalupe Acosta, Secretary I

Pre-Kindergarten

Susan Cox, Teacher
Desiree Gallegos, Pre K Asst

Kindergarten

Holly Hudgens, Teacher
Adelaida Jaramillo, Teacher
Julie Sanchez, Teacher
Alexia Harrison, Asst.
Yvonne Crollett, Asst.
Gayla Otero, Asst.

First Grade

Annette Jaramillo, Teacher
Kayla Young, Teacher
Tanya Strong, Teacher

Second Grade

Courtney Begay, Teacher
Lisa Brklacich, Teacher

Third Grade

Amy Chavez, Teacher
Dolores Martinez, Teacher
Shifra Salowitz, Teacher

Fourth Grade

Theresa Hoffmeister, Teacher
Kimberly Larranaga, Teacher
Kari Rizzo, Teacher

Fifth Grade

Bradford Lux, Teacher
Amber Moreno, Teacher
Rebecca Sisneros, Teacher

Sixth Grade

Tanesha Howard, Teacher
Randi Hamilton, Teacher
Liliana Trevizo, Teacher

Special Education

Bailey Heimholz, Teacher
Theresa Coffelt, Teacher
MaryAnn Chavez, Teacher
Genevieve Ramirez, Asst.
Martha Barela, Asst.
Stephanie Meade, Asst.
Brenda Clark, Asst.
Cathie Marretta, Asst.
Victoria Rodriguez, Asst.
Marie Luna, Asst.
Christine Ronquillo, Asst.

Instructional Support

Malinda Ortega, Gifted Teacher
Maria Aragon, Art Teacher
Evan Gutierrez, PE Teacher
Janelle Smith, Computer Lab Asst.
Jessica Benavidez, Library Asst.
Kelly Freeman, Professional Learning Coach
Tori Shauger, Inclusion Support Coach
TBD, Nurse
Veronica Montero, Counselor

Cafeteria Staff

Leslie Cheatham, Cafeteria Manager
Raylene Lewis, Cafeteria Worker
Delthea Quintana, Cafeteria Worker

Custodians

John Dallas, Custodian
Maricela Gomez, Custodian
Manuel Marquez, Custodian

Aide-de-Camp

Yvonne Ambriz, Aide-de-Camp
TBD, Aide-de-Camp
TBD, Aide-de-Camp

Daily Schedule

2019 - 2020

7:45 am: Students Arrive/Breakfast
8:00 am: 1st Bell
8:05 am: 2nd Bell (Tardy Bell)
2:30 pm: School Dismissal

Lunch

Grade	Lunch & Recess
1st	10:35-11:15
2nd	10:45-11:25
3 rd	10:55-11:35
4th	11:05-11:45
5th	11:15-11:5
6th	11:25-12:05
Kindergarten	11:35-12:15
Pre-K	11:45-12:25

Early Release

7:45 am: Students Arrive/Breakfast
8:00 am: 1st Bell
8:05 am: 2nd Bell (Tardy Bell)
12:00 pm: School Dismissal

Lunches on Early Release Days:

PreK/Kinder:	10:25-11:05
5 th /6 th Grade:	10:25-11:05
1 st /2 nd Grade:	10:45-11:25
3 rd -4 th Grade:	11:05-11:45

Aa

ABBREVIATED DAY DUE TO INCLEMENT WEATHER

In the event of hazardous weather conditions, the Los Lunas Schools will operate on an abbreviated schedule. School will start two hours later than usual; dismissal time will remain the same for all schools. Buses will pick up students approximately two hours later than usual, depending on road conditions.

If school will be on a 2-hour delay due to weather, you will receive an automated call. Calls will be sent to the parent contact phone numbers listed in our data base. Also, abbreviated days are generally announced at 6:00 am over local television and radio stations. These stations will also announce school cancellations. In severe weather situations, these announcements may be made the night before. In the event school must be cancelled due to weather conditions, the day(s) may be made up at the end of the school year. The school messenger system will contact families via phone or text. Please make sure your contact information is up to date.

ABSENCES

When your child is absent please provide a note to the teacher providing dates and reason for the absence when your child returns to school. Absences not reported by a parent/guardian within 24 hours with a handwritten note are recorded as unexcused.

Excused School Absences: Sickness, doctor appointments, dentist appointments, religious holidays, hospitalization

Unexcused Absences (examples): staying home to babysit, too tired to come to school, the weather, missed the bus, suspended from the bus, overslept, vacations
Studies show a direct link between regular school attendance and academic achievement. Elementary age children with poor attendance records are more likely to experience difficulty in core subjects.

ARRIVAL

Your child's school day begins at 8:00 am and ends at 2:30 pm. The first bell rings at 8:00 am and the tardy bell rings at 8:05 am. If your child walks, rides a bike, or is given a ride, please make sure they do not arrive before 7:45 am as there is no supervision at this time.

ATTENDANCE POLICY

STUDENT ATTENDANCE POLICY
LOS LUNAS SCHOOLS

A. The Los Lunas Board of Education recognizes that regular attendance by students who are subject to the Compulsory Attendance Statutes (N.M.S.A.) 1978 sections 22-

12-1 through 22- 12-7) is a vital cornerstone in school success. The Board expects students enrolled in the Los Lunas Schools to attend regularly and to make every reasonable effort to be both punctual and regular in their attendance.

B. Persons excused from the Compulsory Attendance requirements are: persons specifically exempted by law from the provisions of NMSA 1978 Sections 22-12-1 through 22-12-7; 2 persons graduated from a high school; persons at least eighteen (18) years of age and have been excused by the local school board or its authorized representative upon finding that the person will be employed in a gainful trade or occupation or engaged in an alternative form of education sufficient for the person's educational needs and the parent, guardian or other person having custody and control of the person to be excused from the provisions of this section by the superintendent of schools of the district in which the person is a resident and the person is under eight (8) years of age.

C. Persons subject to the provisions of the Compulsory School Attendance Law shall attend school for at least the time of the school year that is established in the Los Lunas Schools.

D. Any parent, guardian or person having custody and control of a person subject to the provisions of the Compulsory School Attendance Laws is responsible for the school attendance of that person.

E. If a student is absent (unexcused) for three (3) school days in any twenty (20) day period; a truancy letter will be generated through Truancy and sent to the student's residence. If the unexcused absences continue and reach five (5) days, a five-day truancy letter will be sent to the listed residence informing them of the absences. If absences continue, they will be referred to attend a Truancy Prevention Workshop, notification will be sent out via mail. Other forms of interventions can and will be offered to assist the family with the truancy issue.

F. The Los Lunas Schools through the truancy department will receive notification via certified mail to the parent, legal guardian or custodian of a student who has accumulated ten (10) unexcused absences in any time period. These places the student into the Habitual Truant status as defined in the Compulsory School Attendance Statutes (NMSA...1978 22-12-1 through 22-12-7).

G. A parent, guardian or one having custody of a student who, after receiving written notification and after the matter has been reviewed as previously stated, knowingly allows the student to violate the Compulsory School Attendance Law shall be guilty of a petty misdemeanor. Upon first conviction, a fine of not less than twenty-five dollars (\$25) dollars may be imposed, or the parent, guardian or one having custody of the student may be ordered to perform community service. If a second conviction occurs, the parent, legal guardian or one having custody of the student who knowingly allows the student to violate the Compulsory School Attendance Law Shall be guilty of a petty misdemeanor and shall be subject to a fine of not more than five hundred dollars (\$500.), or incarceration for a period not to exceed six (6) months or both.

H. No student shall be absent from school sponsored-interscholastic activities extracurricular activities in excess of ten (10) days in the school year, and no class may be missed in excess of ten (10) day in the entire school year. Non-school sponsored extracurricular activities such as 4H, which are approved by the district,

will be treated the same as school sponsored interscholastic extracurricular activities.

I. Absences due to religious commitments are covered in the Compulsory School Attendance section under excused absences. The Los Lunas School's Board of Education and its employees shall not assume responsibility for the religious instruction or permit it to be conducted on school property.

J. The Board requires parent to provide written excuses or by phone depending on school site, indicating the reason and justification for not being present at school on the days absent, vacations are not an excused absence.

Raymond Gabaldon Elementary is requesting that parents provide a doctor's note for absences longer than three (3) consecutive days.

AUTOMATED NOTIFICATION SYSTEM

School Messenger is the alert/message system the District and all of the individual schools use to alert families if an emergency situation arises such as a school delay due to inclement weather conditions. It is also used to provide reminders about upcoming events such as parent/teacher conferences, Renaissance assemblies and PTO sponsored family events. The messages are delivered to the parent phone numbers and email addresses provided on your child's Registration Form.

Bb

BULLYING BEHAVIOR

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

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

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

Cc

CAFETERIA EXPECTATIONS

Stand quietly in line

Sit at assigned place at the table

Talk quietly only to those seated nearby at the same table

Eat own lunch

Clean up around lunch table, pick up all food and trash

Follow the directions of the cafeteria duties

Remain seated at the lunch table until dismissed

Do not take food out of the cafeteria

Do not bring large packages of chips/snacks that cannot be consumed while in the cafeteria. Only single serving packaging of snack items will be allowed.

CELL PHONES

If your child must have a cell phone, it MUST be kept in a backpack (turned off) where it will not be seen or heard from during the hours of 7:45 am until 2:30 pm.

Students may not carry cell phones on their person during the school day. If it is necessary to remove the phone from a student, the phone must be checked in with office personnel immediately.

1st offense - Verbal Warning

2nd offense - Phone is removed from the student and checked in to the office. The parent must come to school to pick up the cell phone.

3rd offense - Loss of privilege and parent must come to school to pick up cell phone. (3rd offense is a referral).

Students are not permitted to use their cell phones during school hours. (See telephone usage)

CLASSROOM PLACEMENTS

Classroom placements are based on criteria designed to promote a quality instructional setting for our students. Students are placed in classes to obtain a balance of boys/girls, achievement levels, and social skills. Teachers complete pupil placement forms, which provide classroom information on student achievement levels, social skills and learning styles. Every effort is made to place students in a learning environment that will address their individual needs and promote success.

COLLECTION/Fundraisers

Raymond Gabaldon Elementary collects Box Tops throughout the year. Also, PTO will have various fundraisers throughout the year (see school calendar).

COMMUNICATION

We encourage regular communication between home and school. Classroom teachers will provide parents with monthly newsletters with important dates and information regarding the instructional focus in the classroom. Additionally, our school newsletter, *RGE's Roar'n Report!* will be sent home electronically each month. It informs parents of the various activities happening around school. Families who wish to receive a printed newsletter may request that on the form included in September's edition.

CONFERENCES

Formal conferences are scheduled twice each school year. For the 2019-2020 school year, conferences will be held October 2019 and January 2020. We consider these conferences to be very important and beneficial to teachers, students, and the parents. Please make every effort to attend. Informal conferences may be scheduled with teachers as needed.

COUNSELING SERVICES

Counseling services are available to all students, families and staff. School counseling services provide students with the knowledge and skills needed to develop positive decision making skills and positive school and peer relationships that support academic success.

Dd

DISCIPLINE

Most discipline issues should be resolved in the classroom. Clear expectations, fair consequences, and engaging activities will assist students in acquiring self-discipline and promote a positive learning environment. Teachers will send home a copy of their classroom expectations, rules, rewards, and consequences at the beginning of the school year.

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. 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. If a student has received three (3) hot slips and has not corrected the action, the teacher will submit all three (3) hot slips to the principal for further action. 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 detention, home suspension, or other discipline.

CONSEQUENCES FOR UNACCEPTABLE BEHAVIOR

Students who do not follow school or classroom rules must be prepared to accept the consequences for their actions. Consequences may include:

A verbal warning and an opportunity to correct the action

Mediation (working out the problem with a neutral party)

Loss of privilege

Visit with the Counselor or Principal

Removal from the group or activity

Time-Out (minor offenses)

Hot Slip (repeat offenses)

In-School Suspension and/or office referral (major offenses)

Parent-Teacher-Student Conference with the Principal or designee to develop a Behavior Improvement Plan

Removal from the school setting (suspension)

DISMISSAL PROCEDURES

In order to ensure the safety of our students at dismissal time, please observe the following procedures:

Automobile PICK-UP - If you are picking up your child at dismissal time, please enter the school campus at the east entrance and proceed along the front of the school to receive your child at the designated area. Staff members will guide you through the pick-up area. Please present your student pick-up card to the staff member on duty when picking up your child. A staff member will escort your child to your vehicle when you arrive at the designated pick-up area. **In the event that the student pick-up card is unavailable, the parent/guardian must present a valid, picture ID in the office.**

WALKERS - will meet in the gym and be escorted by a staff member to the cross walk.

PARENT PICK-UP - If you are picking up your child after school, please wait at the end of the 100 hall on the west side of the building. Parents/guardians must have a student pick-up card to receive the student.

Students will not be released to parents/guardians from the classroom. If at all possible, avoid picking your child up before the end of the school day as this interrupts important instruction at the close of the day.

Students riding bicycles from school at dismissal time are not allowed to ride their bikes in the school parking lot.

DRESS CODE FOR STUDENTS

Raymond Gabaldon Elementary expects student dress and grooming to reflect high standards of personal conduct so that each student's attire promotes a positive, safe and healthy atmosphere at school. Student dress should not present a disruption to the educational environment. Administration will have the final decision on what is disruptive.

All clothing must be appropriately sized. Over-sized outerwear is not allowed.

Pants - must be worn at or above the hips, not over-sized. Pants may not be torn, ripped, or shredded. Leggings may only be worn under skirts or with tops that cover the seat of the leggings.

Shirts - Sleeveless shirts are acceptable as long as they are not muscle shirts, spaghetti straps, tank tops, halters, or low armpit sport jerseys. Shirts cannot be see through and must be long enough to completely cover the midriff.

Shorts/Dresses/Skirts- All shorts, dresses, and skirts must be fingertip length or longer (even if leggings are worn underneath).

Footwear- It is strongly recommended that students wear a full shoe or athletic shoe. *Flip-flops are not allowed* at school because they pose a safety hazard for children on the playground. Sandals are not allowed in P.E. No heels higher than 1/2 inch. Bedroom slippers are not allowed. Heelies are not allowed.

Hats - Hats are allowed if worn with the brim above the forehead and removed when entering buildings.

Hair - Unnatural hair colors/extensions (blue, green, purple, etc.) and haircuts (including, but not limited to: Mohawks, shaved designs, spiked, rattails, etc.) are not allowed.

Any clothing featuring alcohol, gangs, gang writing, gambling, tobacco, drugs, or are sexually suggestive are not allowed. Keep in mind that dress and appearance should not present a potential disruption to the instructional program.

Make-up, body piercings, and tattoos (including fake) are not allowed.

DRUG-FREE ENVIRONMENT

Tobacco, alcohol, and chemical use are strictly prohibited on school grounds. This includes all activities before, during, and after school by all students, siblings, parents, and staff. Drug paraphernalia is not allowed on campus.

Ee

EMERGENCY CONTACT INFORMATION

Please inform the school of any changes in your family status. This might include a new address, new telephone number (home or work), parent's legal name, or custodial status.

ENROLLMENT PROCEDURES

Parents/Guardians of students who are enrolling for the first time in the Los Lunas Schools must provide the following information at the time of registration:

Valid Driver's License or State ID

Official Birth Certificate

Current Immunization Records

Proof of Residency (lease agreement, mortgage, PNM, water, etc)

Hospital certificates or baptismal records will not be accepted as birth certificates. Students entering Kindergarten must be 5 years of age before 12:01 am on September 1 of the year they are entering school. Parents or guardians of students must complete the registration forms online in order to register their child in school.

ENGLISH AS A SECOND LANGUAGE- ESL

English language instruction is provided by TESOL (Teaching English to Speakers of Other Languages) endorsed teachers to support the acquisitions of academic English to our students that are learning English as their second language.

Ff

FIELD TRIPS

Field trips are designed to enrich students' learning. Students must have a written permission form signed by 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 promote positive learning experiences. Parent volunteers work under the direction of the teacher to supervise and facilitate learning activities. Younger siblings or students not enrolled in our school are not permitted on field trips. Parents must have a permission form on file 24 hours in advance in order to take their student home from a field trip. Parents may not ride on the bus.

FILM/VIDEO POLICY

Films or videos may be used within the context of classroom instruction. Teachers use standard selection guidelines and professional judgment in selecting all materials to enhance the curriculum. The District's Instructional Directive regarding the use of videos/film specifies that only "G" rated films/videos will be shown to students in grades K-6. Permission forms will be sent home for "PG" rated films.

Gg, Hh, Ii, Jj

IMMUNIZATION REQUIREMENTS

New Mexico State Law requires that all new students must produce current immunization records or prove that the appropriate immunization process has begun before they can enroll in school. If a student does not meet current immunization requirements, the school nurse will notify parents. School officials will withdraw the student if the parents/guardians fail to submit records of current information or have their child immunized as required by Law. The school nurse keeps a current list of the immunization requirements. New Mexico school entry immunization requirements can be viewed at this link: <https://nmhealth.org>

INSURANCE

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

INTERNET USE AGREEMENT

The Technology Assistant and the classroom teachers will provide students instruction and guidance on acceptable use of the Internet. The Student Acceptable Use Agreement & Parent Permission Form is available online at the www.llschools.net website. The Internet is a teaching tool and students will be using it to access online reference materials to complete assignments. Some district and state assessments are also taken online. Inappropriate use of the Internet may result in suspension of computer privileges and/or other disciplinary action.

Kk, Ll

LIBRARY

All PreK-6th students will visit the library once per week. The library provides students with a selection of fiction and nonfiction books, research materials and an electronic catalog of books. Library books are selected to support the curriculum and student interests. Students are guided to choose books at their reading level. Students who lose or destroy a book will be asked to pay the replacement cost of the book.

LOST AND FOUND

Please have all items students wear or bring to school clearly labeled with their first and last name. Lost and found items are placed in the Lost and Found box in the cafeteria.

LUNCH SCHEDULE

Breakfast and lunch are free to all Raymond Gabaldon Elementary students.

Grade	Lunch & Recess	Early Release Days
1 st	10:35-11:15	10:45-11:25
2 nd	10:45-11:25	10:45-11:25
3 rd	10:55-11:35	11:05-11:45
4 th	11:05-11:45	11:05-11:45
5 th	11:15-11:55	10:25-11:05
6 th	11:25-12:05	10:25-11:05
Kindergarten	11:35-12:15	10:25-11:05
Pre-K	11:45-12:25	10:25-11:05

Mm, Nn, Oo

MEDICATION

No medication of any kind (including Tylenol, aspirin, cough drops, over-the-counter medications, or other) can be administered at school without a written order from a doctor and signed permission by the parent. All medications must be in the properly labeled container and stored with the nurse. A new order is required yearly for all prescriptions and medications. Students may not carry or be in possession of any medication at any time.

NON-EDUCATIONAL ITEMS

All games, toys, and electronic devices are to be left at home. This includes, but is not limited to, trading cards, spinners, iPods, handheld games, cameras, and CD players. If brought to school, parents will be called to pick up the item. School is not responsible for lost or damaged items.

Pp, Qq, Rr

PLAYGROUND SAFETY

The following are some behaviors that are not allowed. This list is not inclusive and staff and administration will have the final decision on what is disruptive.

Bullying, harassment, or cyber-bullying of any kind (texting, e-mails, notes, messages etc.)

Tackle, play fighting, or rough play

Jumping off the swings

Public Display of Affection (PDA), which includes, but is not limited to hugging, holding hands, kissing, etc.

Playing near classroom windows

Playing near or around the portables or behind the gym

Spitting

Gum is not allowed in any common areas

Food cannot be taken out of the cafeteria

No parents may be on the playground

PreK

NM PreK is a voluntary program funded by the state of New Mexico. The PreK program began in 2005 to ensure that every child in New Mexico has the opportunity to attend a high quality early childhood education program before going to Kindergarten. Parents/Guardians may register their child online for the PreK program (space is limited to 20 students per year).

The Purpose of New Mexico PreK

Increase access to voluntary high-quality pre-kindergarten programs

Provide developmentally appropriate activities for New Mexico children

Expand early childhood community capacity

Support linguistically and culturally appropriate curriculum

Focus on school readiness

Parent Teacher Organization (PTO)

The PTO helps sponsor and support events and activities throughout the year that enrich our students' learning. Every parent is invited to become a member of the Raymond Gabaldon Elementary PTO.

PTO Office for 2019 - 2020

President –

Vice-President –

Treasurer –

Secretary –

REPORT CARDS/PROGRESS REPORTS

Report cards will be issued each nine weeks for Kindergarten – 6th grade.

Grades K – 6 will receive a progress report half way through each quarter (at 4.5 weeks). All report cards and progress reports reflect achievement in class work, attendance and behavior. Report Card dates for the 2019-2020 school year are:

1st Quarter During Parent-Teacher Conferences (Oct. 2019)

2nd Quarter During Parent-Teacher Conferences (Jan. 2020)

3rd Quarter March 2020

4th Quarter May 2020

Ss

SAFETY DRILLS

By law, fire drills and other emergency preparedness drills must be conducted throughout the school year. Each drill should have as a primary assumption that there is an actual hazard. For fire drills, evacuation, and relocation drills, students

should move quickly and quietly through the assigned exit or the nearest exit. All students should face away from the building during a fire drill. Other safety drills students will participate in include shelter-in-place and lockdown. If an actual emergency occurs at school, parents/guardians will be notified through the automated calling system.

SAFETY AND SECURITY GUIDELINES

We appreciate your cooperation in keeping your children and our students as safe as possible during the school day. The security guidelines are as follows:

Students may not be on campus until the bell rings at 7:45 am.

Parents and all visitors need to enter through the main entrance doors.

All visitors must stop at the reception desk, show a valid ID, sign in, and get a visitor's badge. If staff personnel see an adult/visitor without a badge, they will stop them and escort them to the office for identification and a badge.

All district employees must wear identification badges.

Parent(s), grandparents, relatives, or friends who come to the office to pick up a student will be asked for identification by the office staff. If your child is to be picked up by someone other than a parent, ensure the individual is listed as an emergency contact on your child's contact information form and a hand written note with the parent/guardian's signature must be provided to your child's teacher giving us permission to release your child.

SPECIAL EDUCATION SERVICE

Los Lunas Schools provide a full 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 a wide range of alternative strategies have been used to assist a child in the regular classroom. Parents are notified of any referral and must give permission before testing can occur. An Individual Education Plan meeting is held with parents and staff to determine the most appropriate educational program placement for the child.

SPEED LIMITS

When children are present, the posted speed limit on Coronado Street is 15 mph. For the safety and well-being of children walking or riding a bicycle, please respect the posted speed limits.

STUDENT ASSISTANCE TEAM (SAT)

The Student Assistance Team assists students by ensuring that the school and community are doing everything possible to help students succeed. Students are most successful when there is collaboration and 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; 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.

STUDENT CHECKOUT

Students are not permitted to leave school grounds during school hours with anyone other than their parent/guardian, or individual(s) listed on the emergency list. Parents/Guardians must report to the office to check the child out from school. The office staff will require picture identification before a student is released from school. Students are not to be released from the classroom unless the office has notified the teacher. The office staff will call the classroom to notify the teacher and request that the child come to the office.

STUDENT COUNCIL

In the fall, sixth grade students are given the opportunity to run for a leadership position in Student Council for the current school year. Additionally, two representatives are elected from each class in grades third through sixth as Student Council representatives. Student council officers and representatives should be role models, leaders, good listeners, and most of all responsible.

Tt

TARDINESS/EARLY REMOVALS

Students are expected to make every effort to be on time for school. Tardies and early pick-ups are disruptive to the educational process. If tardiness is considered chronic a parent conference/SAT meeting may be requested after five (5) tardies. Students with more than 5 tardies and or 5 early pick-ups will not be eligible for perfect attendance.

TELEPHONE USAGE

Students will not be allowed to use the office phone except in an emergency. Parents/guardians are encouraged to refrain from using the phone to relay messages except in emergency instances. **STUDENTS WILL NOT BE CALLED OUT OF CLASS FOR PHONE CALLS EXCEPT IN CASE OF AN EMERGENCY.**

TITLE I Grant

Los Lunas Schools has a school-wide Title I program, where the Title I funding is used to enhance the academic opportunities of all students at RGE.

TITLE III Grant

Raymond Gabaldon Elementary provides second language instruction to qualified students in accordance with the NM Public Education Department. The goal of the

Los Lunas Schools is to provide programs that are consistent with state and federal law. Programs include components that teach English acquisition and to develop English language proficiency through content instruction. Our program has licensed teachers who have received training in TESOL/ESL/Bilingual education, and are designed to focus on academic English language acquisition and vocabulary skills. The district supports a variety of program options. Program success is systematically reviewed by ongoing assessment methods in English.

TRANSPORTATION

The Los Lunas School District provides transportation to students who qualify for transportation under N.M. State Law. Students residing in designated hazardous walking areas also receive transportation. All other students are required to walk or be transported by parent/guardians. Transportation is a privilege. Anytime students ride a school bus, they must obey state and local regulations governing transportation. Parents are asked to assist with implementation and enforcement of rules to insure school bus rider safety. Questions regarding student transportation should be directed to the Supervisor of Transportation (866-2147). **Transportation changes cannot be made over the phone. Changes in your child's transportation home must be submitted to your child's teacher in the form of a handwritten note or in person. Teachers will make a change in a student's transportation only when a parent has made the request in writing or in person.** Once students have boarded the buses at the end of day dismissal, students will not be removed from the bus. Parents will meet their child at the bus stop. **Students will not be dismissed from class after 2:15 pm.**

Uu, Vv

VISITORS/VOLUNTEERS

Parents and community members are welcome at Raymond Gabaldon Elementary. All visitors and volunteers must sign-in at the office when they arrive on campus. The main entrance is the single access point to our campus during school hours. Brothers/sisters or other children are not permitted to visit the school, unless they are accompanied by an adult. Visitors are welcome to observe and/or help in the school and in the classrooms, if set up with the classroom teacher in advance; however, other siblings may not come to the classroom when a parent is volunteering. Visitors will be given a Visitor's Pass when they sign in for their visit. The following guidelines have been developed to provide an open and safe environment that minimizes disruption to the instructional process:

All visitors/volunteers are asked to "sign in" and "sign out" at the reception desk. A secretary will ask to see a valid ID and car keys in exchange for an official visitor's pass that must be worn above the waist at all times while visiting our school. Passes must be visible and in plain sight. When checking out, your car keys will be exchanged again when you have signed out and returned the visitor's pass.

Classroom visitors/volunteers are asked to arrange their visit in advance with the classroom teacher. This can be done in writing or by phone (866-0456). We encourage parents with younger children to make arrangements for childcare when volunteering in class. "Non-school age" children or children who do not attend RGE, are not permitted on field trips or in the classrooms while parents are volunteering.

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 the longest finger when arms are hanging down.

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.

Shoes: Beach flip-flops are not allowed at school.

Ww, Xx, Yy, Zz

WITHDRAWAL FROM SCHOOL/TRANSFERS

Please allow 24 hours for withdrawals to be processed

Parents are encouraged to notify the office 24 hours prior to withdrawing a student. Students under the age of 18 will not be allowed to check out of school without a parent/guardian. Parents who are withdrawing or transferring their child from the Los Lunas Schools, should follow this procedure:

Present a valid ID

Pick up a withdrawal form from the office.

Have teacher, librarian, nurse, secretary and principal sign the form.

Check all books into the teachers.

Pay all fines.