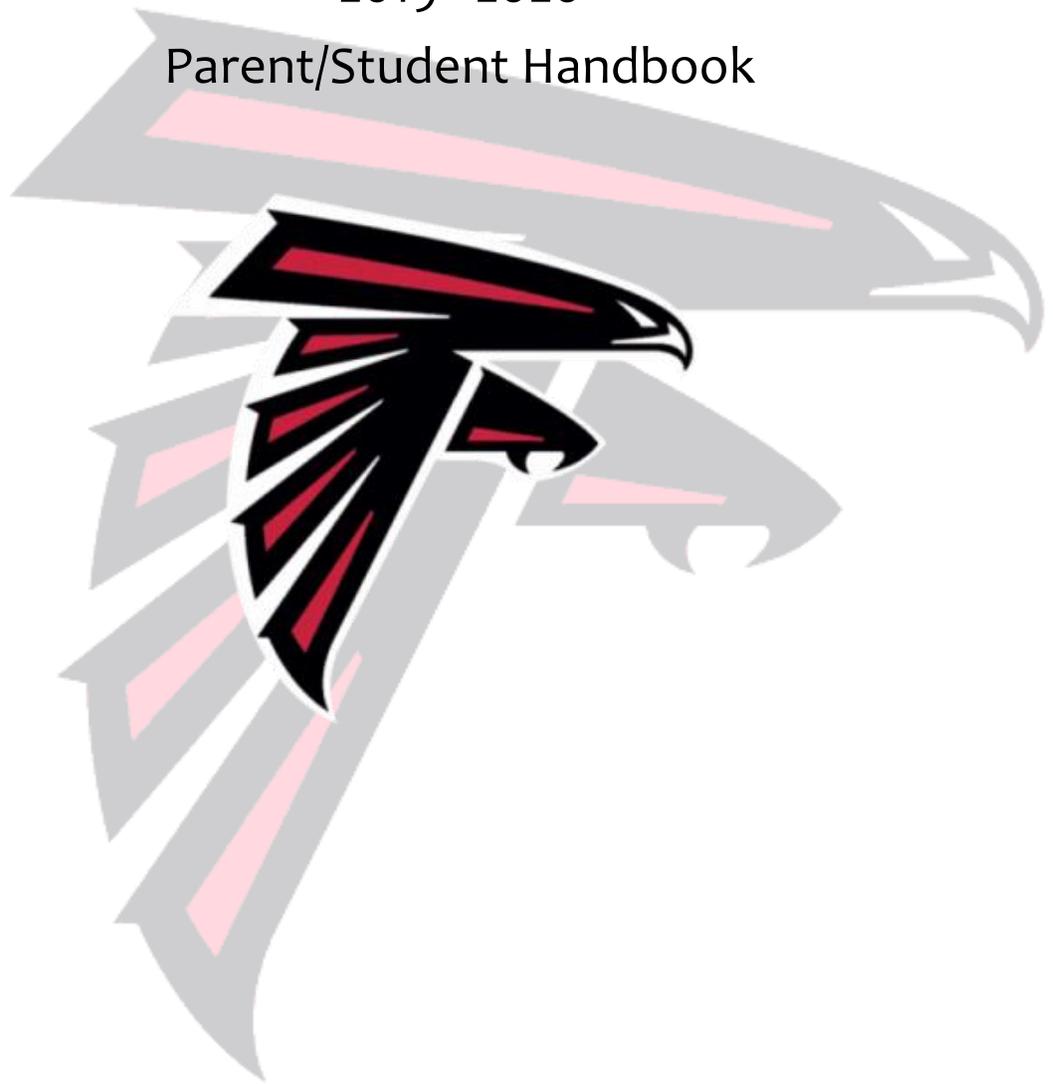


LOVING ELEMENTARY SCHOOL

2019 - 2020

Parent/Student Handbook



Loving Municipal Schools:

*Challenging all students to meet their potential in an
ever-changing society.*

Dear Loving Elementary Families,

As principal of Loving Elementary School, it is my pleasure to welcome everyone back for another great school year. We are all excited to have students back in our classrooms and hallways filling them with energy and enthusiasm for learning. At Loving Elementary, we have great teachers who spend hours planning and creating classroom activities to engage our students in learning. Our teachers utilize research –based best practices and analyze academic data to determine current skill levels and to set goals for growth and improvement.

We will be continuing with many of our wonderful programs this year and adding some great new ones. Our Pre-kindergarten class will continue this year serving our youngest students (4 year olds). We will continue to increase our technology in the building through the use of laptop carts and new touch screen projectors. We will also continue with our Character Counts program and our Student Council.

This year we will be adding some new things as well. We will be implementing PBIS, which stands for Positive Behavior Intervention Supports. This is a way of looking and thinking about discipline and interventions with more of a positive light. We will be rewarding students for good choices and using peers to help with mediation. This program will help support appropriate behaviors and strategies to develop relationships. We will also be adding a program called 5th Grade Ambassadors. Students will be chosen from the 5th grade each 9 weeks and given leadership opportunities in the school. I will also be creating a Parental Advisory Board. There will be times throughout the year for parents to come in and meet with me to learn more about our school and express any concerns they might have.

I am honored to serve as the principal of Loving Elementary for the second year. It is truly a privilege to be part of such an amazing community where parents, teachers, and students care for each other and strive to build positive relationships that support academic and social growth.

Sincerely,

Katrina Chaffin

IMPORTANT PHONE NUMBERS

Main Office 745-2071
Fax 745-2072

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LOVING MUNICIPAL SCHOOLS

MISSION STATEMENT

Loving Municipal Schools in partnership with our community is committed to ensuring all students reach the highest levels of achievement to become successful citizens.

VISION STATEMENT

Every student will be equipped with the tools to be successful in an ever changing society.

ATTENDANCE POLICY

All children between the ages of 5 years (prior to September 1) and less than 18 years old are required by law to attend school. Regular attendance is necessary for school success. The following rules will be followed to ensure compliance with the New Mexico Compulsory Attendance Law (22-12-2, NMSA 1978):

1. Any parent/guardian having custody and control of a person subject to the New Mexico Compulsory Attendance Law is responsible for the school attendance of that person.
2. Parent(s)/Guardian(s) must notify the school each time a student is absent.
3. A doctor's excuse is required after more than three (3) consecutive absences or when there are excessive absences during a semester/year.

J-0550 © Compulsory Attendance Ages

Any parent, guardian or person having custody and control of a person subject to the provisions of the Compulsory School Attendance Law is responsible for the school attendance of that person until that person has reached at least 18 years of age unless the person has graduated or received a general educational development certificate.

The school-age person shall attend school for at least the length of time of the school year that is established in the school district or charter school in which the child is a resident or enrolled and the school district or charter school shall not excuse a student from attending school except as provided in the Compulsory School Attendance Law or for parent-authorized medical reasons.

Procedures for Notification

- If a student accumulates three (3) unexcused absences, the school will notify the parent(s) using **FORM LETTER I**.
- If a student accumulates five (5) unexcused absences, the school will notify the parent(s) using **FORM LETTER II**. The parent and student will be requested to appear before the Building Principal to develop an attendance contract. A student with five (5) unexcused absences is a student in need of early intervention.
- If a student accumulates seven (7) unexcused absences, the school will notify the parent(s) using **FORM LETTER III**. The parent and student will be requested to appear before the Truancy Court Judge of the Loving Municipal Schools.
- If the student accumulates ten (10) unexcused absences, the parent(s) will be notified by certified mail or a hand-delivered letter by school personnel using **FORM LETTER IV**. In addition, the case will be referred to the Juvenile Probation and Parole Office for investigation and potential criminal prosecution.
- If unexcused absences continue after written notice of habitual truancy has been served on the parent, the principal or his/her designee shall report the student to the proper agencies for investigation as to whether the student shall be considered a neglected child or a child in a family in need of service because of habitual truancy and thus subject to the provisions of the Children's Code. The school will complete the "Probable Cause" form which must be attached to the notification to the court.

Parent's Failure to Meet

- If a parent fails to arrange or attend a meeting within 48 hours following written notice that the student has been determined to be a habitual truant, the principal shall provide the Juvenile Probation Office (JPO) with written notification of such failure and shall cooperate with any subsequent determination by the JPO as to whether the parent has knowingly allowed the student to continue to violate the Compulsory Attendance Law of the State of New Mexico.

- If the parent has not complied with correcting the violation of the Compulsory Attendance Law of the State of New Mexico, the principal will contact the Home/School Liaison Officer to file this violation with the Magistrate Court.

Distribution of Policy/Acknowledgement of Receipt

- Each school shall distribute this policy to each student with an "Acknowledgement of Receipt" form to be signed by the parent. The signed form will be returned to the school office within five (5) days.
- If a returned signed acknowledgement is not received by the school, the school shall make a reasonable attempt to contact the parent to determine if the parent received the form.

School Related Absences

The only absence not included in the absence count as excused or unexcused is "Field Trip" or "School Sponsored Activity" which has been cleared and approved through administration prior to the event.

Medical Absences

Parents are requested to provide documentation of all medical absences.

Excessive Excused Absences

If the principal determines that a parent is calling excessively to excuse his/her student's absences as a non-medical excused absence (5 or more per semester), the principal will require that a conference be held and that a contract be signed which states that further student absences could be determined to be unexcused. Excessive student absences shall be monitored for patterns, i.e., every Monday or Thursday.

K-5+ Program

Any child who will be entering kindergarten through 5th grade for the school year may attend this summer program. This program gives children 25 extra days and a head start for the next school year.

Truancy

Truancy is an absence from school without the knowledge of the parent/guardian. Any student leaving campus without observing proper check out procedures will be classified as "truant."

- Board Policy states that the school official may suspend a student having excessive truanies provided the school has notified the parents of each truancy using the appropriate truancy notice.

Tardy

Students will report to the office when they arrive late for school or after an absence and obtain a tardy slip to take to their classroom teacher. Parents of students who are tardy six (6) times in a nine (9) week grading period will receive a letter from the office about the tardiness. If tardiness persists, a parent/teacher conference will be required.

Absence Procedure

Parents are encouraged to call the office at 745-2071 when your child is absent. You may also receive a phone call from the school if your child is absent.

Upon return, students should bring a note from their parent/guardian or doctor. This note must include the student's name, dates of absences, reason for absence and signature of parent/guardian or doctor.

BULLYING

Bullying is a serious issue, and will be dealt with according to district policies and procedures. Whether you are a victim of or witness to bullying, reporting is vital. To assist parents and students with reporting, the School Tip-line is available for anonymous reporting. Reports can be made directly online at the School Tip-line website or by texting @lmes to 575-915-1310. A case number will be assigned to you to track, reply, or follow up on your tip.

Definition of Bullying

Bullying by another student which 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 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.

Please refer to the section Student Concerns, Complaints, and Grievances in this handbook for more information on bullying.

CELL PHONES/OFFICE PHONE

Personal electronic devices absolutely will not be used in the classrooms unless there is special permission given to the teacher. The devices are inclusive to but not limited to: Cell phones, music players, cameras, and video games/system. Cell phone use is permitted before and after school. The school is not held liable for lost or stolen items. If students are found using electronic devices during the school day they will be subject to disciplinary action as listed in the discipline matrix.

Bringing cell phones to school is HIGHLY DISCOURAGED unless there is a special celebration or time when they can be used. Your child's teacher will notify you if there is a special situation for this. The office telephone is available for student use as permitted by the school personnel. Students who bring phones must have the phone powered off and placed in their book bags during the day.

Consequences

- If the electronic device causes disruption, the student will receive 1 verbal warning.
- The second offense will result in the administration taking the phone away with a call to the parent to pick up the device.
- A third offense will bar the student from bringing the phone to school.

CRISIS INTERVENTION

Crisis intervention is the method of reporting any suspicious behavior of a person who might be dangerous or harmful to people or property. Anyone who sees a person acting in a suspicious manner should report that person to the nearest school authority.

DISCIPLINE MATRIX: PROGRESSIVE DISCIPLINE

Loving Elementary School uses a Progressive Discipline Model. Through this model, children are given a discipline matrix which outlines the consequences of certain behaviors. These behaviors will be addressed first in the classroom with the teacher and then will progress up to the principal as needed. A copy of the discipline matrix will be covered with your child here at school but is also attached to the end of this document for you to cover with your child as well.

School-Wide Consequences

Teachers can establish negative consequences (e.g. loss of recess time, after school detention), but after the teacher has ***exhausted classroom measures***, an office referral will be sent with the student to meet with the Principal. The Principal will enforce the ***School-Wide Discipline Matrix***.

Character Counts

Loving Elementary School supports and teaches the 6 Pillars of ethical behavior that all students and teachers should display:

- Trustworthiness
- Respect
- Responsibility
- Fairness
- Caring
- Citizenship

For more information, visit: charactercounts.org

Discipline on Buses

Student transportation is a privilege, not a right, extended to qualified students. The bus driver has full charge of the students when they are riding the bus and the driver will report students who misbehave to the principal. If the misbehavior continues, the student's bus riding privilege can be revoked.

Please, read the following rules to your children:

- The driver is in full charge of students when they are riding the bus.
- The student must obey the driver **PROMPTLY**.
- Students should never stand in the road while waiting for the school bus.
- Students shall not get on/off the bus or move about within the bus while it is in motion.
- Students must not extend their hands, arms, heads, or bodies through the windows.
- Students must not open or close windows without the permission of the driver.
- **DISTRACTING** conduct will not be permitted. Students may talk in a normal tone of voice, but absolutely **NO FIGHTING, LOUD TALKING, OR FOUL LANGUAGE** will be permitted.
- When approaching a railroad crossing, riders must remain quiet until the bus is safely across the tracks.
- Students must stay out of the driver's seat and must not tamper with the equipment.
- Students should cooperate with the bus driver in keeping the bus clean.
- Students will be **COURTEOUS** and **OBEDIENT** to the driver.

STUDENTS SHOULD REMEMBER THAT BEING CARELESS NOT ONLY ENDANGERS THEIR OWN SAFETY BUT ALSO THE SAFETY OF THE OTHER STUDENTS ON THE BUS.

Detention

School personnel can detain students after school or require them to report early as a corrective measure. Detained children will carry a notification to their parents prior to the detention explaining the reason for detention and the period of time that they are to be retained.

(This applies to bus students as well.)

- Detention will meet from 3:45 p.m. to 4:15 p.m. Monday-Thursday (NOT Wednesday). Students who are late should not be allowed to stay and will be counted as a *No show to detention*, this will add one additional day of detention.
- Detention will be held in the teacher's classroom unless otherwise notified.
- Students will be given an assignment to work.
- Students who talk will be given one verbal warning. If the talking continues then the student will be required to leave and will receive one additional day of detention.
- Parents MUST come inside to pick up and sign out their child before they will be released.

Drugs

The non-medical use, possession, distribution, delivery or sale of drugs or counterfeit substances on school property is prohibited. These include but are not limited to: all alcoholic beverages, tobacco, all dangerous controlled substances prohibited by law, any prescription or over-the-counter drug, except those for which permission to use in school has been granted pursuant to Board policy, hallucinogenic substances and inhalants. Any student who violates the above may be subject to warning, reprimand, probation, suspension, or expulsion, in addition to other civil and criminal prosecution. **(See School-Wide Discipline Matrix)**

Harassment

Harassment, which can be any speech or action that creates a hostile, intimidating or offensive learning environment will not be tolerated. This also includes sexual harassment, which involves improper physical contact, advances, or remarks.

The minimum consequence of harassment is a conference and the maximum is expulsion.
(*Ref. Loving Municipal School Board Policy #J2300*)

Weapons

No student shall carry or possess a weapon, or simulated weapon on school premises. No student shall use, or threaten to use, a weapon or simulated weapon to disrupt any activity of the District. A weapon includes a firearm, knife, destructive device, or a dangerous instrument. A simulated weapon means an instrument displayed or represented as a weapon. If a student brings a weapon to school, he/she will be immediately suspended and then will be sent to the superintendent for a hearing. **(See School-Wide Discipline Matrix)**

DRESS CODE

The dress code for all Loving schools has been developed for two primary reasons. First, we believe it is important to project a positive image to our community and the visitors to our school. Second, we are trying to prepare our students to enter the work force with an understanding of the standards of dress required in society. Students are expected to dress in an appropriate manner at all times. Student dress may not present a health or a safety hazard, violate municipal, county or state law, or present a potential disruption of the education process. The following dress code policy is as follows:

1. The hemline for dresses, shirts, and shorts must be of sufficient length to reach 2" below the fingertips (when walking) or 3" above the knee (when walking) whichever is longer. Skirts cannot have a slit above mid-thigh.
2. Spandex-type material, yoga pants, or leggings are prohibited when worn as outer clothing. An outer garment (shirt, sweater, dress skirt, shorts, etc.) must cover spandex, yoga pants, or leggings, and the outer garment must meet the length requirements of a hemline for dresses, skirts, and shorts as stated above.
3. Pants or jeans that are distressed, torn, or have holes cannot show bare skin or underwear above the knee.

4. Shirts or blouses must be one complete piece in the front, back, and sides (i.e. no cut-out, rips or tears.) See-through/mesh clothing, even if worn over appropriate clothing.
5. Spaghetti-strap shirts or dresses must have a strap over the shoulder of at least three inches in width.
6. Tank tops or muscle shirts are prohibited.
7. No bras, bralettes, or bra straps may be visible. Showing cleavage is prohibited.
8. Clothing that bares any part of the wearer's midsection, even if covered with or by appropriate clothing is prohibited.
9. Clothing with any logo, writing, symbols, or numbers that reflect violence malicious behavior, offensive language, sexual innuendo, drugs, alcohol, tobacco, or anything otherwise considered being disruptive or gang-related is prohibited.
10. Excessively baggy/large coats i.e., "gang-related and/or trench/Goth style" are now allowed.
11. Excessively baggy/sagging pants are prohibited. Pants must fit properly at the waist, inseam, and hem. Pants will be worn at the waist and secured with a belt if necessary. The belt end will not hang from the waist. Chains, leather straps, or "wallet chains" cannot hang from the waist. "Excessively baggy" shall be defined as pants being bunched at the waist under a belt, pants with a low-hanging crotch, or pants with the cuff that covers the feet of the wearer or drag on the floor.
12. Non-prescription dark glasses of any kind may not be worn indoors anywhere on the face or head.
13. Clothing that meets the dress code but is excessively revealing and/or excessively tight is also prohibited.
14. Shoes must be worn at all times. House shoes are not permitted. Shoes with heels higher than 3" are not allowed for safety reasons.
15. Hats or Caps/Head Gear are not to be worn during school hours while on campus except for protection from the sun at administrator designated times, and designated school day field trips and extra-curricular activities, and by staff members who work outdoors. If students must wear protective headgear in the shop area, it must be within the shop area only. Hats and caps should be kept in lockers during school hours, with the exception of lunch time.
16. Body tattoos may not be exposed to public view.
17. Body piercings (except for two earrings per ear) may not be worn. (Ref. Loving Municipal School Board Policy #349)
18. No student on school property or at any school activity shall wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other items that are perceived as evidence of membership in or affiliation with a gang.

Administration reserves the right to make all final decisions and/or judgments pertaining to the dress policy. If an administrator determines that a student's dress violates the school dress code, the student shall be given an opportunity to correct the problem at school. If not corrected, the student's parent/guardians will be notified. Consequences for dress code violations are outlined in the discipline matrix.

- Length of hair is optional, but it must be kept clean and groomed. Hair color must not be distracting to peers.

Students may be advised to change dress or appearance before returning the next day, or in extreme cases, may be sent home immediately for correction, or may be suspended temporarily pending a conference with the parents. (Ref. Loving Municipal School Board Policy #J2361 and #J2362)

GRADES

Parent-Vue

This is a program that can be accessed via the internet and gives direct access to your child's grades in each of his/her classes. **Parent-Vue** can be accessed at www.lovingschools.com. All parents who desire on line access, must complete the on line enrollment form located on the district website.

Grading System

Rubric Grading Scale	Key
4	I know it well enough to teach somebody else how to do it.
3	I know it just the way my teacher taught it.
2	I know some of the simpler stuff, but I can't do the harder parts.
1	With some help, I can do it.
0	Even with some help, I can't do it.

Report Cards will be sent home at the end of each quarter and progress reports will be distributed bi-quarterly.

HEALTH/SCHOOL NURSE

Immunizations

All students enrolled in the Loving Municipal Schools shall show evidence of compliance in accordance with the immunizations rules and regulations of the New Mexico Public Health Division. Personnel in the Loving Municipal Schools shall follow regulations of the *Procedural Manual for Enforcement of School Immunization Law*, as issued by the New Mexico Public Education Department and the Health and Environment Department, Health Services Division.

- The student may be in process of completing the required immunizations when enrolling, which is considered being in compliance.
- Parents who wish to file "Exemption" need to fill out the proper paper work early and have the approved exemption as proof of compliance with the State of New Mexico. Without this proof they cannot be enrolled.
- Immunizations must be kept current throughout the student's school life.
- Students who fail to meet the requirements of the School Immunization Law will be dis-enrolled.
- Each principal is advised not to complete the enrollment of any student without an immunization record showing commencement, completion, or exemption of required immunizations.

Varicella (Chicken pox): Two doses of Varicella vaccine are required for all students entering kindergarten through 3rd grade. One dose is required for all students entering 4th through 9th grades.

Hepatitis A: One dose of Hepatitis A is required by 15 months of age and 2 doses are recommended with at least 6 months in between the 2 doses of vaccines. This requirement is for the students enrolling in Head Start and Pre-School.

Illness/Injuries

If there are serious health concerns regarding your student, please discuss these with the teacher, school nurse, and/or principal. Any student who has a temperature above 100 degrees will be sent home as soon as possible. All injuries are addressed through the nurse's office; then, depending on the severity, parents and/or emergency services will be contacted. It is very important to keep your phone numbers and emergency contact numbers updated in the office.

Medications at school

Under certain circumstances, when it is necessary for a student to take medication during school hours, the District will cooperate with the student's physician and the parents to try to accommodate this need. The following requirements must be met to ensure safely administration of medication:

1. Prescribed Medication(s) - The school must have the written Doctor's order stating the name of the medication, the dosage, and the time it is to be given. Appropriate forms are available from the Doctor or the school office.
2. Prescribed or Over-The-Counter Medication(s) -The parent must sign the *Medication Consent Form* to allow the school to administer, or the student to self-administer, the medication. Appropriate forms are available from the school office.
3. The medication, both prescribed and over-the-counter must come to the school office in the original container with all the warnings and directions intact.
4. If your student's doctor recommends that they should carry their medication (ex. Inhaler) with them during the school day that recommendation needs to be noted on the doctor's order.

NIT-FREE Protocol

It is important to realize that the presence of head lice is no reflection of cleanliness. Lice are spread by close head to head to contact with someone who has head lice or coming in contact with clothing containing lice or live nits. Lice cannot jump, fly or swim, but do spread by climbing rapidly from head to head or say coat to coat. Eggs hatch in 7-10 day and reach maturity in 6-14 days, at which time they are fully capable of reproduction.

Loving Municipal Schools strives to maintain a NIT-FREE environment, which indicates that all nits have been removed from the hair before the student can return to school. In order to prevent an infestation of lice the administration will enforce the following procedures:

- Any student(s) found to have lice will be sent home.
- Classrooms will have full head checks if reasonable suspicion warrants.
- Educational materials will be provided to parents as well as recommended treatment options and regiments to follow at home.
- Any student returning to school must be examined by the nurse to ensure that hair is free of nits before being allowed to return to the classroom.

MEALS (BREAKFAST & LUNCH)

All students receive breakfast and lunch free of charge. Breakfast and lunch are served in the elementary school cafeteria. Adults who want to purchase lunch tickets may do so in the in the school office. School lunch prices are determined on an annual basis by the Loving School Board. Parents or community members will eat after all students have been served. Parents who volunteer to work in the classroom may eat with their child's class. Loving Elementary School students are **NOT PERMITTED** off the school grounds during their lunch period.

PARTIES

Loving Elementary School does not permit parties during the school day without prior approval of the school principal. Celebrations for designated holidays are allowed with the approval of the school principal. The Parents will be notified of any approved school celebrations and events during the school year. All food brought to the school for these celebrations and events must adhere to the food guidelines in the Loving Municipal School's Wellness Policy.

PLAYGROUND POLICY

- Swings - No twisting, under dogging, pushing, standing, jumping off, running between the swings, or swinging on the stomach.
- Slides - No climbing up the front of the slide or running up the ladder. Legs must be flat and straight down on the slide. No standing up or swinging from the crossbar above the slide. No toys are allowed on the slide.
- No tackling, tripping, or playing rough.
- Do not play with or throw rocks, gravel, or sand.
- Use common sense when playing on any of the equipment. Do not do anything you think could hurt someone.
- P.E. equipment and sports balls are the responsibility of the person who takes them to the playground. Balls are not to be thrown against the walls or at the trees.
- Personal toys are not allowed on the playground.
- Do not bring food or drink on the playground.
- Do not climb trees or pull their limbs down.
- Do not climb the fences.
- Students should go directly from the cafeteria to the elementary school playground.
- Students may not go into the building without a hall pass.
- Students who need to go into the building for any reason must ask permission from the person on duty.
- When the bell rings, students must line up quickly with their classmates. Balls thrown after the bell has rung will be confiscated.

PROPERTY DAMAGE-SCHOOL

The student's family will pay for any vandalism the young person has caused. Students are encouraged to keep school clean and to pick after themselves.

PROPERTY-STUDENT

The school principal or designated representative has the authority to inspect any desk if it is believed that stolen goods or harmful substances may be hidden in them. Students are discouraged from bringing radios, music players, cell phones or other valuables to school, because of the possibility of vandalism and theft. **The school is not responsible for any personal property brought to school.**

STUDENT CHECKOUT PROCEDURE

No student will be allowed to leave school property without being checked out. The parent must go into the office, present a photo I.D. and sign out any student who is leaving the building. If the parent designates an authorized person to pick up the student, written permission will be filled out in the office with both the parent/guardian and the authorized person present. The written permission will be kept on file. If school

personnel are in doubt about an individual's authorization to check out a student, the school will not release the child, and will call the parent or police.

STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES

Students may present a complaint or grievance regarding one (1) or more of the following:

- Denial of an equal opportunity to participate in any program or activity for which the student qualifies that is not related to the student's individual capabilities.
- Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability.
- Harassment of the student which means knowingly pursuing a pattern of conduct that is intended to annoy, alarm, or terrorize another person.
- Intimidation by another student.
- Bullying by another student which 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 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.
- Concern for the student's personal safety.

Provided that:

- The topic is not the subject of disciplinary or other proceedings under other policies and regulations of this District; and
- The procedure shall not apply to any matter for which the method of review is prescribed by law, or the Board is without authority to act.

The guidelines to be followed are:

- The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance.
- The complaint/grievance shall be made only to a school administrator or professional staff member.
- The person receiving the complaint will gather information for the complaint form.
- All allegations shall be reported on forms with the necessary particulars as determined by the Superintendent. Forms are available in the school office.
- The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

Any question concerning whether the complaint/grievance falls within this policy shall be determined by the Superintendent.

Students should file complaints on their own behalf. A parent or guardian may initiate the complaint process on behalf of an elementary school student. A parent or guardian who wishes to complain (other than an elementary student's parent) should do so by completing the forms following policy KE on Public Concerns and Complaints.

A complaint/grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) calendar days from the date of the occurrence of the alleged incident. False or unproven complaint documentation shall not be maintained.

Retaliatory or intimidating acts against any student who has made a complaint under this policy and its corresponding regulations, or against a student who has testified, assisted or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint.

Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed

VISITORS

Visitors are **required** to report to the office and sign in upon entering school grounds with a valid photo I.D. Upon signing in, each person will be issued a "Visitor" sticker. An individual who is on school property without the approval of the principal is considered trespassing.

VOLUNTEERS

Volunteers are very important to the education of our children at Loving Elementary. If you would like to regularly volunteer in your child's classroom, please arrange to meet with the school principal to discuss district policy that govern volunteers in our schools.

WELLNESS POLICY

In the spring of 2006, the Public Education Department (PED) signed the Wellness Policy Rule. This policy requires local school districts to develop, adapt, implement, monitor, and evaluate local wellness policies.

This rule requires school districts to have policies around the coordinated school health framework including areas related to nutrition and physical activity. In addition, the rule requires local boards of education to establish a district School Health Advisory Council (SHAC). The SHAC shall have the responsibility to make recommendations to the school board, for approval, in the development or revision, implementation and evaluation of the wellness policy consistent with this rule. The SHAC meets for this purpose a minimum of two times annually.

STUDENTS SERVICES & RESOURCES

Speech/Language Pathologist

The speech/language pathologist provides therapy to students whose learning is affected by problems with the way they sound the letters, the way they use language, or with stuttering.

Those students who have difficulty with vocabulary, sentence structure, following directions, or speaking in any language may be candidates for language therapy. The speech/language pathologist does not work with students who have adequate language skills in a language other than English.

Special Education

Loving Municipal Schools provides special education and related services for students with disabilities according to individualized plans developed by teachers, parents, and other professionals. You may request an evaluation of your child to determine eligibility for special education at any time. We decide whether a student needs special education after completing a comprehensive assessment. Please contact Brandy Cooksey at 745-2079 or your child's principal to receive full information about our special education programs.

Special Needs Program

The Loving Municipal School provides a comprehensive program to serve children with special needs from birth to age 21. Children from the age of birth through five are identified as having special needs through parent referral, or through Loving Child Find screening clinics that are held several times a year. The Pecos Valley Educational Cooperative employs professionals who are qualified to diagnose and treat learning problems in preschool children. These services can be provided to children in their home or at school.

Research has demonstrated that early intervention is the best, most effective kind of help. Children aged 5 through 21, who have been identified as having disabilities that affect their learning, can be served in a variety of ways. Special education teachers are available for academic assistance. A variety of related services such as audiology, speech/language therapy, occupational and physical therapy, psychological services, and social work are available to support the learning process.

Student Assistance Team

The SAT is made up of several staff members who, after a student has been identified by a teacher as having difficulties with his/her work or behavior, assist the teacher in finding ways to help the student achieve success.

Pecos Valley Regional Educational Cooperative

The Pecos Valley Regional Educational Cooperative #8 (PVREC) is one of 10 regional centers formed by the NM Legislature and the NM Board of Education in 1984. The co-ops were created to supplement established school programs for children with disabilities under the federal special education law.

The FIT program sends therapists and early interventionists into the homes of children with disabilities from birth to age three. It also provides regular relief services to these families.

The DD preschool services include special education and related therapy services for three and four-year-olds in Head Start and center-based programs.

The PVREC coordinates and delivers services, information, support, and resources to the families, children and communities of the four school districts of Loving, Lake Arthur, Hagerman, and Dexter.

The PVREC assists the districts in complying with local, state, and federal requirements and in serving communities. It provides services for children with disabilities from birth to age 21.

Physical and Occupational Therapy

Physical and occupational therapists provide therapy to students whose physical disabilities have been identified in their IEPs. Physical therapists treat limbs below the waist, while occupational therapists treat the upper portion of the body.

Social Worker

The school social workers act as a liaison between children, family, and school when intervention services are needed. They aid in the identification of students' needs, and complete student/family assessments and evaluations. The social worker provides services for students to help remove social, emotional, and behavioral problems that impede school progress. These might include individual and group counseling, crisis intervention services, and providing support and encouragement, by emphasizing personal strength.

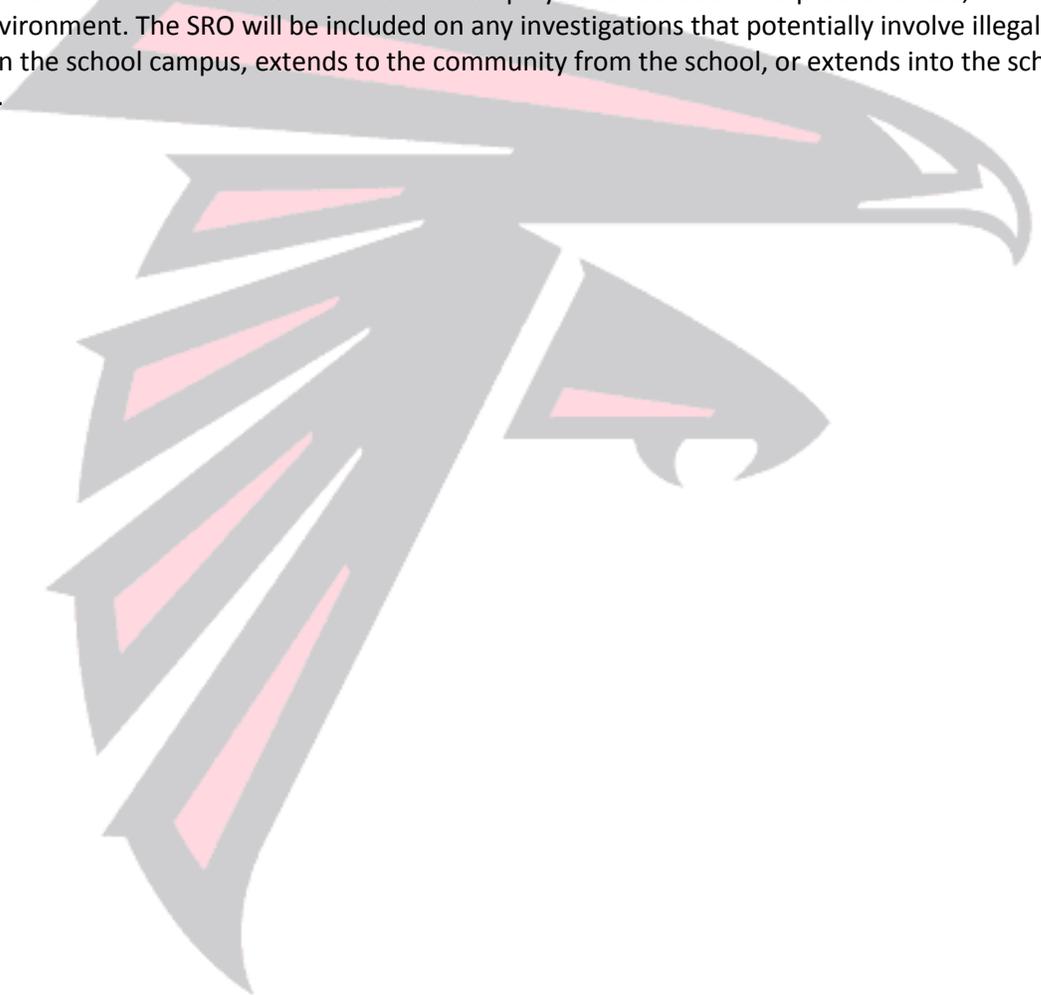
Counseling

A counselor is provided to meet the needs of students, parents, and teachers at our school. The purpose of an elementary school counselor is to help students adjust to their school, peers, teachers, and to address any problems that may be bothering them.

Students can be referred to the school counselor by their teachers, parents, or by asking the counselor themselves if they may set up a time to be counseled.

School Resource Officer

A School Resource Officer (SRO) is provided by the Eddy County Sheriff's Office to serve the Loving Schools. The SRO acts as a resource for the school community to provide prevention, intervention, and interdiction services within the schools. The SRO is a fully licensed peace officer and is not an employee of the Loving Municipal Schools. Rather, the SRO works in collaboration with district employees and students to provide a safe, supportive school environment. The SRO will be included on any investigations that potentially involve illegal activity that occurs on the school campus, extends to the community from the school, or extends into the school from the community.



LOVING ELEMENTARY SCHOOL DISCIPLINE REFERRAL MATRIX

Level I Offenses

A student is sent to the office with a ***Discipline Referral Form***, AFTER classroom incentives and consequences have been exhausted for Level I Offenses. Please note the following procedure:

- The form must be completed and sent with the student.
- Initial actions: Principal will counsel with the student; student will receive a verbal warning; principal will call parent(s).

Exceptions:

- Students in violation of the dress code will be sent to the office with a referral to receive proper clothing.

Level II and Level III Offenses

Students who are involved in Level II should be first addressed in classroom (if applicable) and then sent to the office as needed. Level III offenses should be sent directly to the office.

- A ***Discipline Referral Form*** must be completed and sent with the student to the office.
- Initial actions: Principal will counsel student and principal will call parent(s). Other immediate actions include ISS, suspension from school; or detention before or after school.
- A student placed in In-School Suspension (ISS) will be required to complete all assignments in his/her class the day of the suspension.
- All student discipline violations that are violations of local, state, or federal laws will be reported to the proper authorities.
- When a student discipline violation can be found under more than one category, the most serious category will be considered first.
- Principal will inform teacher/staff of consequence; teacher will receive copy of referral.

Cell Phones/Electronic Devices: Bringing cell phones to school is HIGHLY DISCOURAGED. The office will NO longer bag electronic devices at the start of the day and has no liability for lost or stolen devices.

Unless the electronic device is part of an approved academic lesson, the following consequences are put in place:

- If the electronic device causes disruption during the instructional hours, the student will receive 1 verbal warning.
- The second offense will result in the administration taking the device away with a call to the parent to pick up the device.
- A third offense will bar the student from bringing the phone to school.

Level I	1 st offense	2 nd offense	3 rd offense	4 th offense
Academic Dishonesty Any act of lying, whether verbal or written.	Call parents; Receive zero, 1 recess detention	Call parents; Receive zero, 2 recess detentions	Call parents; Receive zero, 2 days ISS	Call parents; Receive zero, ISS up to 5 days
Dress Code Violation Students are required to dress appropriately for school (Refer to student handbook)	Call parents; student is given other clothing	Call parents; student is given other clothing, 1 day detention	Call parents; student is given other clothing, 3 days detention	Parents are notified, up to 3 days ISS
Forgery/Plagiarism/Cheating Includes but not limited to: copying work from other students and or published sources	Call parents; 3 days detention and zero on assignment	Call parents; ISS for 2 days	Call parents; suspend up to 3 days	Call parents; suspend up to 10 days
Inappropriate Display of Affection Includes, but not limited to, inappropriate touching, kissing, or other signs of affection between students	Call parents; 1-3 days detention depending on the severity of the conduct.	Call parents; 3-5 days detention depending on the severity of the conduct.	Call parents; Suspend 1-5 days	Call parents; suspend up to 10 days
Misbehavior on Buses Any offense committed by a student on a district owned or contracted bus will be disciplined in the same manner as if the offense had been committed at the assigned school. Bus riding privileges may be revoked	Call parents; 3 days detention	Call parents; ISS for 2 days; suspend from bus 1-3 days	Call parents; Suspend up to 3 days; suspend from bus 3-5 days	Call parents; Suspend to superintendent
Misuse of School Technology Violation of School Computer Use Policy (Refer to student handbook)	Call parents; 1 recess detention	Call parents; 3 days detention	Call parents; 3 days ISS	Technology privileges revoked for remainder of school year (other than mandatory testing); Suspend for 3 days
Playground Rules Violation Inappropriate behavior that may have negative outcomes for other students and/or school property.	Call parents; 2 recess detentions	Call parents; 3 days detention	Call parents; 3 days ISS	Call parents; suspend up to 3 days
Unprepared for Class Includes but not limited to missing books, materials, homework	Call parents; refer to counselor	Call parents; refer to counselor; 2 days detention	Call parents; 3-5 days detention	Call parents; 2 days ISS
Vulgarity or Profanity Written, verbal, or non-	Call parents; 3 days detention	Call parents; ISS for 2 days	Call parents; suspend up to 5	Call parents; suspend up to 10

verbal communication – (including gestures) that is generally deemed offensive in the school environment			days	days
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Level II	1 st offense	2 nd offense	3 rd offense	4 th offense
Cafeteria Rules Infraction Includes, but not limited to: instigating or participating in food fights or any inappropriate conduct related to food.	Call parents; 1 day detention	Call parents; 3 days detention	Call parents; 3 days ISS	Call parents; Suspend up to 3 days
Defiance of Authority (Insubordination) Refusing to respond or carry out directive from school personnel including: custodians, food service personnel, nurses, secretaries, aides, teachers, counselors, and principals.	Call parents; 1 day detention	Call parents; ISS for 2 days	Call parents; suspend up to 10 days and put on behavior contract	Call parents; suspend to superintendent
Failure to attend detention Without prior approval from school officials	Call parents; 5 days detention; refer to counselor	Call parents; ISS for 2 days	Call parents; suspend 2 days	Call parents; suspend to superintendent
Gang Related Activities Includes, but not limited to, gesturing, “signing”, tagging, and wearing of gang related clothing.	Call parents; suspend 1-3 days.	Call parents; suspend up to 10 days	Call parents; Suspend to superintendent	
Hazing Forcing other students to perform strenuous, humiliating, or dangerous tasks.	Call parents; 3 days detention	Call parents; ISS for 2 days;	Call parents; Suspend up to 3 days	Call parents; Suspend to superintendent
Possession of Inappropriate Materials Includes but not limited to: explicit materials, combustible chemicals, drug paraphernalia	As warranted: Call parents; suspend up to 10 days; call police; suspend to superintendent			
Theft Taking possession or removal of property not belonging to the student	Call parents; call police if warranted; 2 days ISS	Call parents; call police if warranted; Suspend up to 10 days	Call parents, call police, suspend to superintendent	

Tobacco Includes, but not limited to: use or possession of cigarettes, chewing tobacco, snuff	Call parents; Call police if warranted; Suspend up to 10 days			
Truancy Inappropriate absence from school without knowledge of guardians/school officials	Call parents; 3 days detention	Call parents; ISS for 3 days	Call parents; suspend up to 3 days	Call parents; suspend up to 10 days
Vandalism Defacing, damaging, or destroying school property or an individual's property	Call parents; ISS for 2 days	Call parents; suspend to superintendent		
Verbal Assault or Abuse Any inappropriate gesture, written communication, or verbal comment including profanity directed toward peers and/or staff with intent to harm.	Call parents; 3 days detentions, referral to counselor	Call parents; ISS for 2 days	Call parents; Suspend up to 3 days	Call parents; suspend up to 5 days
Violation of Suspension Students appears on campus during school day or at school activities when suspended	Call parents; double suspension days	Call parents; suspend to superintendent		

Level III	1 st offense	2 nd offense	3 rd offense	4 th offense
Assault with a firearm/weapon	Call parents; Call police; Suspend to superintendent			
Alcohol or Drugs Possession, sale, transfer, distribution, or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, illegal drugs, counterfeit substances and imitation controlled substances	Call parents; Call police; Suspend to superintendent (Extra-Curricular regulations/policies also apply)			
Arson Setting a fire or causing an explosion with the intention to damage property or buildings	Call parents; suspend to superintendent			
Battery Hitting, striking and/or causing injury to another person; physically injuring	Call parents; suspend up to 5 days	Call parents; Suspend to superintendent		

another person				
Bomb threat	Call parents; Call police; Suspend to superintendent			
Bullying Repeated and systemic intimidation, harassment and attacks on a students or multiple students, perpetuated by individuals or groups. Bullying includes, but is not limited to: physical violence, verbal taunts, name-calling and put-downs, threats, extortion or theft, damaging property, exclusion from peer group,	Call parents; referral to counselor	Call parents; suspend up to 5 days depending on severity of the conduct	Call parents; suspend up to 10 days depending on severity of the conduct	Call parents; Suspend to superintendent
False Alarm Tampering with emergency equipment, setting false alarms, making false reports	Call parents, call police, suspend to superintendent			
Level III	1 st offense	2 nd offense	3 rd offense	4 th offense
Fighting Mutual participation in a fight involving physical violence where there is no main offender or injury	Call parents; Call police; Suspend to superintendent	Call parents; Call police; Suspend to superintendent		
Habitual Offender Student has committed frequent offenses and has had multiple discipline referrals for multiple offenses	Call parents; Suspend up to 3 days	Call parents; suspend up to 10 days	Call parents; suspend to superintendent	
Initiating/Instigating a fight When a student is found to be the primary party responsible for developing the fight, regardless of being involved in the physical altercation	Call parents; suspend up to 5 days	Call parents; suspend to superintendent		
Possession of a firearm	Call parents; Call police; Suspend to superintendent			
Possession of a weapon Possession or use of any instrument or device used to inflict or attempt to inflict physical injury to another person	Call parents; Call police; Suspend to superintendent			

<p>Recording of a Fight Students are prohibited from recording, electronic distributions, and posting on social media of school fights</p>	<p>Call parents; suspend 5 days</p>	<p>Call parents; Suspend to superintendent</p>	
<p>Sexual Harassment Unwelcome comments and other verbal or physical conduct of a sexual nature</p>	<p>Call parents; ISS for 3 days</p>	<p>Call parents; suspend for 1-3 days</p>	<p>Call parents; suspend to superintendent</p>
<p>Social Media and Communications Offenses Includes, but not limited to: sexting, Facebook/social media harassment of other students, cyber bullying</p>	<p>Call parents; ISS for 3 days</p>	<p>Call parents; suspend for 1-3 days</p>	<p>Call parents; suspend to superintendent</p>

