

Abbreviated/Snow Days

The abbreviated day is a shortened day that begins two hours later than the regular schedule when hazardous road conditions (i.e., icy streets) endanger the safe transportation of students. Bus schedules are also delayed two hours. An abbreviated day announcement is made on radio and television by 6:30am. ****PLEASE DO NOT CONTACT THE SCHOOL. WE NEED TO KEEP PHONE LINES OPEN FOR EMERGENCIES ONLY.**** Listen to KOB 77 AM for information about the Rio Rancho Public Schools. School cancellations will also be announced.

In the event of an abbreviated day, the schedule is as follows: Grades K-5 attend from 11:00 – 4:00

(In the event an abbreviated day falls on a Wednesday, we will dismiss at 4:00 instead of the usual 12:45 dismissal.)

Annuals/Yearbooks

The Yearbook committee tries to keep the cost affordable by sponsor advertisements and parent lines. The outcome of these efforts determine the price of the yearbook. Sponsor advertisements will be available for business-card size ad; forms will be sent home during the year. Parent lines are a personalized message of 100 characters (including greeting, message and salutation). Forms for parent lines will be sent home. This is a separate cost from the order of a yearbook. There will be presales of yearbooks to determine the amount that needs to be printed. There are no guarantees to purchase a yearbook except through presales. Watch for more information in the school newsletters.

Art Education

Students will explore and learn through a variety of visual art mediums. Our teacher will work with all grade levels to examine and encourage art techniques, self-expression and selected areas of art history. Art will be exhibited all year long, including the Visual Arts showcases. An art show will be scheduled during the year for second and fourth grade.

Attendance

Research shows a high correlation between excellent student attendance and high student achievement. Good attendance is fundamental for both social and academic growth. Each day your child misses school, he/she misses valuable instruction, which is difficult to make up.

New Mexico's Children's Code provides that a child who has ten or more unexcused absences is a "child in need of supervision" by the youth authorities. State law requires the schools to report violations of the compulsory school attendance laws to the juvenile probation office. Violations of the compulsory school attendance laws can subject parents to fines. Maintaining regular school attendance by all students is the joint responsibility of parents and educators.

In keeping with that obligation, the Board of Education/Superintendent prescribes the following rules for school attendance:

1. A parent or legal guardian must telephone the school attendance line (891-8526 ext. 1) by 9:30 a.m. *each day* your child will be absent and state the reason for the absence. Calling the attendance line will ensure your child's attendance is accurately reported. If a student is absent and parents have not contacted the school, the school will make a reasonable attempt to contact parents before the end of the day (safe arrival program).
2. If parents have not called to report the student absent, upon returning, the student must present a signed, dated note from his or her parent or legal guardian – to the office – stating the reason for the absence.
- An unexcused absence is an absence for which no appropriate excuse is provided by the student's parent or legal guardian. Absences may be excused for the following reasons(with documentation):
 - Doctor's Appointment
 - Illness
 - Death in the family
 - Family emergency
 - Religious commitment
 - Diagnostic testing
 - School sponsored activity
 - Extenuating circumstances, as agreed to by the school administration – **in advance**
- Vacations during the year are discouraged and all work must be made-up. If a situation does arise, all requests for a possible excused absence must be approved, 48 hours ahead of time, by an Administrator. Attendance and the student's academic level will be considered in making the decision.
 1. A student with an excused absence shall be given a reasonable time by his/her teacher to make up the work missed during the absence. A student with an unexcused absence is required to make up the work missed; however, a penalty of up to one letter grade may be assessed. (If homework is requested for an absent child, by 9:30 a.m., the work may be picked up at the end of the school day in the office.)

2. All students are expected to make up work that is missed due to excused or unexcused absences. Failure to make up missed class work and assignments will affect the student's reportable grades. (A student's ability to earn grades and credit is affected by attendance, i.e. class participation, teamwork, performance-based classes like music, etc.)
3. If a student is absent for **three successive** school days and his/her parent or legal guardian has not contacted the school, the teacher, the principal or her designee, shall contact the parents or legal guardian by telephone or in person to give notice of the student's absence to learn the reason for the absence.
4. If a student accumulates **three (3) unexcused absences**, then five (5) unexcused absences, the school administration shall notify the parents or legal guardian in writing. This letter will provide the parent or legal guardian with the provisions of the Compulsory Attendance Law. The parent or legal guardian of the student must contact the school regarding the student's absences within one week of receipt of letter.
5. If a student accumulates **ten (10) unexcused absences** in a school year, the student will be reported to the Probation Services Offices of the judicial district in which the student resides for an investigation of whether the student should be considered a neglected child or a child in need of supervision, and thus subject to the provisions of the Children's Code.
6. Students with **excessive excused absences (10 days at elementary schools)** within two (2) days of returning to school must bring supportive documentation (doctor's note, etc.) for each absence. Extended absences due to medical reasons should be reported to the school health office. Failure to comply will be considered unexcused absences. (RRPS POLICY # 305)
7. Enchanted Hills Procedure: If your child is absent for 5 or more days, due to illness, please contact the school to meet with an administrator and the school nurse. We will set up a program to assist your child with the transition back to school.

Bicycles / Walkers

It is school policy that children do not walk or ride their bicycles to school. Students living on the west side of Hwy. 528 are the only exceptions, and must have a current parent note on file in the office each school year. Please have students lock their bikes on the bike rack.

Birthdays

Should you wish to celebrate your child's birthday with his/her class, please call the teacher several days ahead of time so the teacher may schedule for the activity. We highly recommend individualized servings of healthy snacks. All treats will be distributed during lunch period.

Bell Schedule - Daily

9:00 a.m.	Warning Bell
9:05 a.m.	Classes Begin (Tardy)
	2nd Grade Lunch 10:40 - 11:00 (Recess 11:00 - 11:15)
	3rd Grade Lunch 11:00 - 11:20 (Recess 11:20 - 11:35)
	4th Grade Lunch 11:30 - 11:50 (Recess 11:50 - 12:05)
	5th Grade Lunch 11:50 - 12:10 (Recess 12:10 - 12:25)
	1 st Grade Lunch 12:00 - 12:25 (Recess 12:25 - 12:40)
	Kindergarten Lunch 12:20 - 12:45 (Recess 12:45 - 1:00)
4:00 p.m.	Dismissal (Wednesdays 12:45)

Bus Discipline

The school bus is an extension of the school campus. All school rules and regulations must be followed. Students

will lose their privilege of riding the bus if they do not follow the district bus riding rules. Temporary suspension or permanent suspension of bus riding privileges will be the consequence for continued student misbehavior. Please refer to the RRPS Department of Transportation Handbook.

Cafeteria

The cafeteria provides a well-balanced meal for a reasonable cost. Free and reduced price meals are available to those students who qualify. Applications, to be completed by the parent, are available in the main office. Students who bring a sack lunch may purchase milk or juice. All students are asked to keep the cafeteria clean by depositing litter in the appropriate containers. Please remember that food may only be eaten in the cafeteria.

Students who lose their lunch money may charge a lunch tray but must pay the cafeteria on the following day. No more than two consecutive charges may be made. If charges are not paid, the student will not be allowed to charge in the future, but will be provided with a sandwich and milk instead. Parents may purchase a block of meals (until 10:00 a.m. daily) in advance from the cafeteria manager. Please consider paying in advance so the lunch line moves quickly. **Parents may also pay for meals online with a credit card at www.mymealtime.com.**

*Meal prices are:

Breakfast: Student Full Price: \$.75 Reduced Price: \$.30 Adult: \$1.25
Lunch: Student Full Price: \$1.85 Reduced Price: \$.40 Adult Visitor: \$3.00 Child Visitor: \$1.85
Staff: \$2.50 Milk: \$.40 Juice: \$.40 Water with meal: \$.50 Water without meal: \$.75
Entrée with meal: \$1.25 Entrée without meal: \$1.35

*May be subject to change after publication

Child Pick-Up / Drop Off

- Parents are to drop their child(ren) outside the front door of the school and have their child walk through the building to the playground. If a parent does not wish to send their child to the playground before school, the parent may elect to wait with the child **under the canopy or in their car (in the parking area)** and then send their child directly to class at the **9:00** warning bell. For safety reasons, parents or visitors are not to escort children to class. Staff will escort children to classrooms if necessary. If the **9:05** morning bell has rung, parents are required to check children in at the office. At that time, all students are considered unexcused tardy unless children have been to a medical appointment.
- Please tell your child to go directly to the playground where he/she will be supervised and not to the portable area where there is no supervision before school. **Our playground is supervised from 8:50-9:00; please do not drop your child off prior to this time.**
- When picking up children at dismissal, parents should wait for students under the canopy area in front of the school. This will eliminate the congestion and reduce the noise level in the foyer area of the school.
- If you are picking up your child before the school day is over, you will need to sign him/her out at the office. Please be prepared to show identification. Children will be called to the office for pickup.
- If a parent is late picking up a child (**after 4:00 or 12.45 on Wednesdays**) the duty staff will take all waiting children to the office where parents will be required to sign out and pick up children. Administration will contact parents if transportation issues conflict with student pick up.

Communication

EHES publishes a parent newsletter twice each month (except for December and March.) Events, policies, newsletters and calendars are posted on our website: www.rrps.net . Please contact these areas as well as individual teacher websites to stay current on the many events at EHES.

Counseling

Our counselor and social worker are at your disposal regarding students' personal, social, and academic concerns (including program planning). Counseling is available by appointment. The counselors are available to students, parents, staff, and other professionals.

Parent conferences are an integral part of the counseling services at Enchanted Hills. Counselors, teachers, and/or administrators are available for conferences with parents and students regarding students' progress. Parents, classroom teacher, counselor, and administrator may initiate conferences. The student may be asked to be present at the parent conference, with the intent that it can be a learning experience.

Discipline

The school staff works with all children to create an orderly environment to learn and be safe. Our behavior policy is discussed with each child at the beginning of each year. Teachers will first use steps to warn a child to help correct behaviors in the classroom. If a child continues to disrupt the class or the behavior is severe, the discipline will be handled by the administration. Students may lose recess and sit out their time, participate in community service or spend time in the administrative office or another classroom. The following steps will be taken for the behavior plan:

- 1st Step** Warning, plan developed and behavior slip sent home. (This step will be handled by classroom teacher or duty staff only.)
- 2nd Step** Behavior slip issued and sent home, child spends two successive recesses in a responsibility area and/or

- other interventions as indicated. (This may be directed by teacher or administrator.)
- 3rd Step** Behavior slip issued and sent home, conference with parents, student, teacher, and administration. Possible 1-3 day suspension and/or interventions as indicated. (Administrators will work with students at this level.)
- 4th Step** Behavior slip issued and sent home, conference with parent, student, counselor, and administration. Suspension for 2 or more days. (Administrators only, will work with students at this level.)

**Dress Code and Standard of Decency -Rio Rancho Public Schools
(Enchanted Hills Elementary)**

In the interest of encouraging positive school spirit, disciplined and focused educational environment, and promoting student safety, Rio Rancho Public Schools establishes the following Dress Code and Standard of Decency governing student dress at school and while participating in school-sponsored activities. Administrators shall have the discretion to determine the appropriateness of attire and grooming, and may make special exceptions for student in certain grades/subjects, such as vocational courses, physical education, for medical necessities.

Enforcement of this policy shall be in accordance with District disciplinary procedures for students. Enforcement of this policy shall not infringe on any individual's religious beliefs or protected free speech.

Students are expected to demonstrate personal grooming standards of cleanliness and to wear appropriate clothing while on campus, on field trips, and during off-campus events at which students represent Rio Rancho Schools for athletics or activities. Any personal grooming or clothing that disrupts the educational process or is proactive in nature is in violation of the Dress Code and Standard of Decency.

The Dress Code and Standard of Decency includes but is not limited to the following:

A. Allowed:

- All colors including, prints, checks, stripes, and plaids
- Shirts with or without collars

B. Not Allowed:

- Insignias can be no larger than 3 inches x 3 inches. **No graphics, pictures, or writing on clothing shall be permitted except as part of an insignia**
- Revealing or see-through clothing
- Exposed underwear including boxers, sports bras, and bras
- Saggy pants revealing underwear or any portion of the body below the naval
- Dresses, skirts, shorts, and skorts, including slits, shorter three (3) inches above the bend of the knee
- Sleeveless tops: all tops (male and female) are to have a sleeve
- Pajamas (tops or bottoms), unless it is a sanctioned school function, i.e., pajama day
- Ripped or torn clothing
- Bandanas, 'do-rags', shower caps, and hairnets
- Spiked jewelry and jewelry that is obscene, disruptive to the educational process or that could endanger students
- Belt loop chains, wallet chains, and extended belts
- Trench Coats
- Heelys
- Flip-flops (elementary school)
- Clothing and/or articles worn or carried by the student (includes face painting) displaying words or symbols or colors of gangs, drugs, alcohol, tobacco, violence, racism, inappropriate language or images, or symbols of a sexual/sexist nature
- Clothing and/or articles in violation of Policy 346, Gang Activity, which states that students shall not "wear...any clothing, jewelry, emblem, badge, symbol, sign or other items that evidences or reflects membership in or affiliation with any gang"
- Visible cleavage, navels, and/or midriffs. No skin should be shown between the bottom of the shirt/blouse and the top of the pants/skirt when arms are stretched upward
- Tube tops, spaghetti strap tops, halter tops, translucent blouses, midriff shirts/blouses

Other provisions:

- Footwear that is safe and appropriate for weather and other conditions must be worn at all times on campus and in buildings
- If a coat or jacket is worn inside a building, it must remain open
- Hair shall be groomed so that it is clean and safe for participation in any school activity
- Hats and sunglasses may not be worn inside buildings, but are allowed outside
- Spandex is only allowed under approved shirts, shorts, skirts, and dresses

- Approved school spirit wear for all RRPS schools, Scout uniforms, and JROTC uniforms are permitted
- Approved special event day dress is permitted
- Mid-School and high school student's school-issued ID badges must be available or presented at request at all times and may not be defaced in any way

Consequences for Violation of the Student Dress Code/Standard of Decency

First offence: Students who violate the Dress Code will be issued a Dress Code referral and will be required to:

- 1) change into other clothing they may have with them if it conforms to this policy, or
- 2) change into clothing provided by the school, or
- 3) be sent home

The time missed from class will be considered "unexcused." Clothing that is "borrowed" must be returned clean to the main office on the day following the incident.

Second and subsequent offences: Students will face disciplinary consequences as defined in the Student Code of Conduct and outlined in the Student Handbook, which may include penalties up to out-of-school suspension.

Waivers

Waivers may be granted by the principal or site administrator subject to the following criteria:

1. Religious Freedom: Families whose religious beliefs require wearing attire that does not conform to the dress code and whose membership or affiliation with that denomination or sect can be verified
2. Health or Physical Disability- a health or disability issue documented by a medical professional or through an IEP which would preclude the student from being able to wear regular clothes to school for a specified period of time
3. Financial Hardship- families who for a period of time meet one of the following criteria and who can document this situation:
 - a. homelessness,
 - b. head of family is unemployed or on disability
 - c. families with children who receive general public assistance or some other form of documented financial aid.

The portions of the Dress Code and Standard of Decency pertaining to insignia size, the prohibition of pictures or writing on clothing, the display of words or symbols or colors of gangs, drugs, alcohol, tobacco, violence, racism, inappropriate language or images, or symbols of a sexual/sexist nature, and to violations of Policy 346 are not subject to waiver. All students will be expected to comply with these provisions of the standard of decency.

Except as described in the previous paragraph, no student shall be denied attendance at school, penalized or otherwise subject to compliance measures for failing to obey the dress code if a waiver of this policy has been obtained.

Application process for waivers

Parents of students who qualify for a waiver must fill out a waiver request form at the student's school site during the two weeks prior to the opening of school. Parents of students new to the district must apply for a waiver within two weeks of the date of the student's enrollment. During the two-week period students must meet the district's dress code expectations.

Parent's requesting temporary waivers for health reasons must apply for a waiver at the student's school site prior to the student's return to school.

Appeal of denial of waiver

The decision of the principal or school site administrator may be appealed to the Superintendent or designee whose decision shall be final. Any parent requesting review by the Superintendent must submit a request in writing to the Office of the Superintendent within three (3) working days of the principal or administrator's denial. The Superintendent shall issue a final decision within three (3) working days of receipt of the request for review.

Early Arrivals / Late Pick-ups

Enchanted Hills Elementary is an educational facility. We are not staffed to supervise children before 8:50 a.m. or after 4:00 p.m. (12:45 on Wednesday) when the buses leave the school. If a parent does not pick up a child at dismissal, we will contact RRDPs to pick the child up at school.

Students Achieving for Excellence (SAFE) offers an excellent on-site childcare program if students need before or after school care. Call 896-0667. Students are not to be on the school grounds except during regular school hours, unless they are participating in school related activities (e.g. SAFE, Scouts, after-school programs, etc.).

Electronic Devices

Items such as radios, walkmans, MP3 players, laptop computers, cellular phones, Gameboys, CD players, miniature televisions, or any similar devices are not allowed on campus during school hours. Cell phones are permitted on campus but must remain off and in backpacks. The parent, on the first offense, can pick up equipment items; subsequent offenses will result in the item being held until the end of the term. EHES will not be responsible for loss or damage of any personal electronic device.

Emergency Card – Change of Information

For the safety of our students and the district policy requirements, it is imperative that student cards remain updated. In the event of a change of address, telephone number or changes in health issues, please notify the school immediately – in writing. Students will only be released to those listed on the card. ID is required to pick up students.

Field Trips

With your help in fundraising, the PTA provides busing for field trips for each class. Field trips are an important part of the educational process and are an enriching extension of classroom studies. Please note:

- *The school wide discipline policy is in effect on all field trips.
- *Students must have a signed permission form to go on the trip. A phone call will not suffice.
- *Field trips must be an extension of classroom learning and be educational in nature.
- *School buses must be used – no private owned vehicles.

Chaperones: (Must be 21 or older)

- *Chaperones are valued and appreciated
- *Only a limited number of chaperones can be accommodated for each field trip. The number will be determined by the classroom teacher.
- *Chaperones are not allowed to bring siblings or any other family members on a field trip.
- *A chaperone may not use alcohol before or during the field trip.
- *If a student presents a discipline problem – inform the teacher.
- *Chaperones are expected to follow the itinerary & support teacher expectations.
- *Chaperones must sign a check out sheet (from the teacher) if a student leaves directly from a field trip.

Hall Passes

Hall passes are required and must be used by students anytime they leave the classroom or playground area.

Inclusion Classrooms

EHE has developed many different classes to enhance the learning opportunities for all students. One of these classes is our Inclusion. Inclusion is not a program! It is a method of delivering instruction and supporting children and their various learning needs. The students in an inclusion classroom consist of a general education class and a special education class that are considered one class. There is a general education teacher, a special education teacher, and an educational assistant. The general education class has the same academic expectations and is formed like any other class at that grade level.

Internet Access

Enchanted Hills Elementary School has access to the Internet. The Internet is a vast source of information for teachers and students.

Before a student is allowed to access the Internet, parents and students will be required to read, sign and return the **Rules for Appropriate Use** form during each school year. This document will be distributed early in the school year. Parents may decline to allow their child access to the Internet.

If a student uses the Internet without permission or in an inappropriate manner, consequences will apply, including warnings, loss of privilege to access the computer, or other disciplinary actions including suspension from school.

Lost and Found

The lost and found cabinet is located in the multi-purpose room. Please check the lost and found as soon as possible after having lost an item. **Labeling** items increases the chance that items will be reclaimed. Any un-claimed items are donated to a clothing bank at the end of each month. ***Please make sure that your child's items are clearly marked with their first and last name.*** This will help us return any lost items. We discourage children bringing toys to school. If your child

does bring a toy to play with at recess, he/she is responsible for that item. *The school accepts no responsibility for lost clothing or personal items.*

Music Education

Students learn through a variety of mediums including music. Our teachers work with the music specialist to integrate voice, instruments, and fundamentals of music into the curriculum. Musical presentations will be scheduled during the year, for grades K,1,3 & 5.

Health Room Procedures and Guidelines

The health room is a facility where sick or injured students are triaged, assessed, treated and/or referred for further treatment. It is staffed with a State Department of Education licensed school nurse or trained health assistant at all times.

All efforts will be made to return a student to class if deemed appropriate by the health office staff. A student may be considered a candidate for exclusion from school or from the school bus at the discretion of the health room staff. Reasons for exclusion from school or bus may include, but are not limited to: vomiting, diarrhea, fever of 100 degrees or greater, significant injury, or symptoms not responding to treatment. Children may not return to school until they are free of the above symptoms for 24 hours without the aid of symptom reducing medications such as Tylenol or Ibuprofen.

All medication will be dispensed according to the Rio Rancho Public Schools medication policy and procedure:

1. Prescription medications will be dispensed in the health office when accompanied by a completed Medication Authorization form, and the medication is in its original pharmacy labeled container.
2. In the case of over-the-counter medication, the parent will provide the medication in an original sealed container and complete an "Over the Counter" Medication Authorization form.

A complete copy of this Policy and Procedure can be obtained via the internet at www.rrps.net or at your child's school health office.

Students who are placed on antibiotics by their physician must remain at home for the first 24 hours of therapy.

In the case of a serious illness or accident, every effort will be made to contact the parent or guardian. Parent and/or guardians are responsible for updating the emergency card if there are any changes during the school year. If the student's condition appears to be an emergency, the Rio Rancho Emergency Medical System (911) will be called. The decision to transport a student to a local health care facility will be made by the Emergency Medical Staff, unless the parent or guardian is present.

Parking Lot/Bus Zone Policies/Lot in Front of School

Please be extremely cautious and drive very slowly in our front parking lot. Children are often unaware of your presence, so it is every adult's responsibility to watch out for the children. ***WHILE IN THE PARKING LOT THE SPEED LIMIT IS 5 MPH.*** Students must be picked up or dropped off along the curbside of the circular drive in front of the school only. The loading/unloading zone is marked to assist parents with a designated area. Do not leave vehicles unattended at any time unless the car is parked in the parking area. Your car is subject to a parking ticket by RRDPS or SSD. It is crucial that you pull up to the curb to drop off or pick up your child. Do not have your child cross in front or between cars to get to your vehicle*. ***NO DOUBLE PARKING IS ALLOWED FOR THIS REASON. CARS SHOULD NOT BE LEFT UNATTENDED IN THIS AREA SO AS TO AVOID STOPPING THE FLOW OF TRAFFIC.*** Traffic should flow in a west to east direction only. Please try to pull forward as far as possible and find an open slot by the curb. If there is no open slot, pull out of the pick-up zone and park in the visitor's parking spaces. After picking up your child, please pull away from the curb slowly and proceed at a speed limit of 5 mph or less. Do not back up at any time while in the drop-off/pick-up lanes. ***STUDENTS WILL NOT BE RELEASED FROM THE EAST PARKING AREA. ALL PICK-UPS MUST BE SUPERVISED FROM THE FRONT OF THE SCHOOL ONLY. DO NOT PICK UP CHILDREN FROM THE PORTABLE AREA. ALL PARENTS MUST PARK IN THE NORTH LOT TO ESCORT STUDENTS TO/FROM THE BUILDING. PLEASE AVOID CELL PHONE USE WHILE DRIVING IN THE PICK-UP/DROP-OFF ZONE.***

*RRDPS and Sandoval Sheriff are often on campus to assist with safety and traffic concerns. Please avoid difficult situations and follow all traffic guidelines. Violation of traffic/parking can result in a citation from RRDPS/Sandoval Sheriff.

Bus Zone and East Parking Lot

The bus lanes to the east of the main building are for buses only. Please do not pick up or drop off students in this area. The purpose of creating a separate area is to keep buses away from cars in order to ensure the safety and well being of

all students. The east parking lot near the bus lanes is for staff and volunteers only.* It is not to be used for picking up or dropping off your child. Students will not be released to parents from the east parking lot. All traffic in this area flows from a west to east direction. Please do not enter this area during bus drop off or school dismissal. This will create a hazardous situation for our students. Thanks for your help.

*Parents who volunteer for field trips or all day activities are welcome to park in the east lot for the day.

Playground

Parents and siblings of EHE students are not allowed on any playground areas from 8:00 a.m. – 6:00 p.m.

Physical Education

Physical Education is the part of the curriculum that encompasses all three domains of learning: (1) psychomotor, (2) cognitive, and (3) affective. P.E. activities are designed to encourage participation, cooperation, sportsmanship, and confidence. The goal of P.E. at EHES is to foster the appreciation of, and participation in, a life-long healthy lifestyle.

To ensure a positive P.E. experience at Enchanted Hills, the following list of expectations should be adhered to:

- Students should conduct themselves in a safe manner,
- Students must wear tennis shoes that lace and tie on top of the tongue. Shoes must keep feet secure.
- Students must listen to and follow directions,
- Students should demonstrate appropriate sportsmanship and team cooperation,
- Students are expected to perform to the best of their abilities.

Recess

All elementary children go outside to play and are expected to follow playground rules, and stay in designated areas. Help your child enjoy outdoor breaks by dressing them appropriately for the various types of New Mexico weather and conditions. Please label clothing in the event the items are found on the playground.

Safety, Student Drop Off/ Pick Up

A primary goal of Enchanted Hills is to make certain that each and every student is safe; therefore, we are asking for your assistance in adhering to these policies:

- Students will be released only to their parent/guardian or the person identified as the emergency contact on the student's card.
- During regular school hours, students must be signed in/out through the office.
- Office staff will ask for identification from the individual picking up the child. Please be patient as the staff is acting on your child's behalf.
- All visitor/volunteers are to sign in at the office and pick up a visitor/volunteer badge. We will ask each visitor/volunteer to drop off their keys to secure responsibility for signing out from the school.
- **Due to our high enrollment numbers, walking children to classrooms and picking them up from their room at the end of the day poses a safety issue. *Parents must to drop off children under the front canopy and remind their child of where to meet them after school.*** For safety reasons, parents or visitors are not to escort children to class. Staff will escort children to classrooms if necessary. However, if your child is tardy (9:05 a.m.), a parent - or authorized person - must sign the child in at the office.

If you need to change the name(s) of the person(s) allowed to pick up your child, please do so in the office. The staff will be happy to assist you. Please do not pick up students by the portables as this poses a serious safety hazard.

Section 504

Under the provisions of Section 504, Rehabilitation Act of 1973, public schools must make sure that all students, regardless of disability, have equivalent opportunities to participate in a free appropriate public education (FAPE). This provision applies to qualifying disabled students whose disabilities are not so severe as to create IDEA eligibility.

RRPS's Section 504 Coordinator is responsible for overseeing compliance with the provisions of Section 504 and for investigating complaints. For further information, contact RRPS's 504 Coordinator at the Rio Rancho Public Schools District Office, 500 Laser Rd. NE, Rio Rancho, NM 87124, (505) 896-0667.

The Site 504 Coordinator for EHES is Cathy Baehr and can be contacted at 891-8526.

Selling Items

Student Support Services

Enchanted Hills offers student support programs that enables students to make powerful contributions and gain important life skills and training. These programs include Student Leadership Council and Conflict Mediation. In addition, we have a Student Assistance Team made up of teachers and support staff that work together to recommend interventions for individual students. The Multi-Disciplinary Team has been very effective in meeting the individual needs of students who require additional interventions. Parents are always invited to participate in each of these team meetings.

Tardies/Early Pick-ups

The first few minutes of a school day sets the tone and focus for the day. To ensure your child the best opportunity for a good education, be certain that he/she arrives to class on time. Students who arrive late to class cause disruption to the educational process. A child arriving after 9:05 a.m., without confirmation of a medical appointment, is considered unexcused tardy. ***When a child arrives late or leaves early, the parent or authorized person must sign the child in/out through the office.***

*Students who have an unexcused tardy will be subject to recess detention (5 minutes during lunch recess).

Student will be asked to sit in a designated area. (Exception is made for verified appointments.)

*After three unexcused tardies the parents will be contacted by an administrator. (See Compulsory School Attendance Responsibility 22-12-2)

Taking students out early is an obvious disruption of their educational opportunity. Please make every effort to schedule appointments around your child's school hours, or perhaps on Wednesday afternoons after school hours. It is a parent/guardian responsibility to keep all information current. Students will only be released to those guardians listed on registration cards. ID is required to pick up students – only from the office.

Telephones

Please keep in mind that the office telephones are for business and not for student use except in emergencies. ***Parents should not phone the office to relay messages except in emergency situations.*** Unless it is an actual emergency, students will not be taken out of class to receive calls. Make all arrangements with your child prior to the school day. The deadline for emergency calls is 2:30 (11:00 on Wednesdays).

Title 9

Under the provisions of Title IX, Education Amendments of 1972, public schools must make sure that all students, regardless of gender, have equivalent opportunities to participate in athletics, academics, and training programs. RRPS's Title IX Coordinator is responsible for overseeing compliance with the provisions of Title IX and for investigating complaints. For further information, contact RRPS's Title IX Coordinator at the Rio Rancho Public Schools District Office, 500 Laser Rd. NE, Rio Rancho, NM 87124, (505) 896-0667.

Transcripts/School Records

Transcripts/school records will be released to the proper school authority upon receipt of a record request release form. School records will be sent directly to the child's next school upon request of records from that school.

Volunteers

The Rio Rancho Public School District is requiring all volunteers to complete a RRPS Volunteer form. This is to help ensure the safety of our children. This form needs to be filled out and notarized. We have a notary available during school hours to notarize the form.

The RRPS policy 211, requires this information to be completed and on file before volunteers may help in the class or participate on a field trip.

If you think you may be volunteering at any time this school year (either in the class, library, field day, field trip, etc.) please fill out the background form, available online or in the office, and return it to the Enchanted Hills Elementary office.

We welcome and encourage parent and community volunteers. We are asking that you schedule – *in advance* – with the teacher to identify a mutually agreed upon time. This will help teachers plan for volunteers in the class and help the office be aware of volunteers in the school. Siblings are discouraged from attending the classrooms during parent volunteer time. This allows volunteers to focus on the class activities and students in the class.

All volunteers must sign in at the office and pick up a pass. This is a state statute for all schools in New Mexico.

Ways to get Your Child Involved

Boys & Girls Club	892-3191
Cibola Little League	892-6291
Aquatic Center	891-5230
Martial Arts for Education	867-3300
Orchestra/Band	891-8526
Rio Rancho Parks & Rec.	891-7204
Rio Rancho Soccer Club	892-4652
SAFE	892-7222
Word Play -Spanish Class	203-6255
YAFL	881-1984 or 883-9303
YMCA	899-8417
Young Marines	892-1100
Parent Support Group: Grandparents Raising Grandchildren:	243-2551

Weapons Policy

The Rio Rancho School Board has adopted a Zero Tolerance Weapons Policy to protect students and staff in our schools. Rio Rancho Public Schools must comply with the Gun Free Act or risk losing federal funds. The Federal Government requires our district to prevent anyone from bringing guns to school and requires schools to expel students for one year for carrying guns. Therefore, we are asking for help from the entire community as we commit to keeping weapons, look-a-like weapons, or any other weapon that is a danger to students out of our schools. In the event that this may occur, Enchanted Hills will contact the Rio Rancho Department of Public Safety. Our school policy is simple; no weapons of any kind are allowed at school at any time or at any school event. Our intent is to make our school a safe place for all.

Withdrawals/Transfers

A student who is withdrawing/transferring from Enchanted Hills must complete the following procedures (several days advance notice is necessary):

- *Have parent/guardian permission.
- *Pick up a withdrawal form from the office.
- *Return all textbooks to the teacher or librarian.
- *Have the teacher and librarian sign the form.
- *Pay all fines and cafeteria charges.
- *Have assigned authorities sign withdrawal form.

Closely following these procedures will help you avoid problems registering at your child's new school.

A withdrawal/transfer cannot be completed until all textbooks, library books, and cafeteria charges have been paid/resolved. We will forward student files to the new school as required by law. Copies of files are discouraged and are subject to a 25¢ per sheet copy fee. 24 Hours advance notice is required for copies.