

# MAGGIE M. CORDOVA ELEMENTARY SCHOOL

1500 VERANDA RD. SE  
RIO RANCHO, NEW MEXICO 87124  
TEL:(505)994-0229 (FAX:(505)994-2684  
WEB PAGE: [www.rrps.net](http://www.rrps.net) LINK: Schools  
LINK: Cordova Elem.

Vision:

Student Excellence

Mission:

Cordova's Students will meet  
or exceed all New Mexico academic standards.



**2008-2009**

**PARENT/STUDENT HANDBOOK**

Arrivals & Departures .....	5-6
Attendance .....	4
Bake Sales.....	13
Before & After School Programs .....	6
Bicycle Safety .....	6
Bus Transportation.....	7
Calendar.....	20-21
Counselor.....	15
Daily Schedule .....	14
Food Services .....	13
Newsletter .....	19
Health Office .....	10-11
Homework Policy .....	12
Immunization.....	11
Important Phone Numbers .....	22
Insurance .....	11
Internet Access.....	13
Lost & Found .....	12
Parent Teacher Organization (PTO).....	15
Personal Possessions .....	12
Phone Numbers—Extensions.....	22
Principal's Letter.....	3
Progress Reports, Report Cards & Parent Teacher Conferences .....	19
RRPS Board Policy and State Department of Education .....	15
RRPS School Policies (Weapons and Substance Abuse).....	10
School Rules .....	7-9
Section 504 .....	15
Specials (Physical Education, Music, Art, Library and Computers) .....	11
Student Placement & Class Change Policy .....	19
Student Records.....	14
Title IX .....	15
Uniform Policy (School Wear) .....	16-17
Visiting Your School.....	19

Dear Cordova Elementary Parents,

Welcome to Maggie Cordova Elementary School's fourth year of service to the community and students of Rio Rancho. The staff of Maggie Cordova Elementary would like to welcome each of you to the 2008-2009 school year. Any experience, training or knowledge we are able to share with your child this year can only be supplemental to what parents, the child's primary teachers, have and will continue to provide. We will always strive to compliment the instruction, expectations and values we know you have worked to instill in your child. The following suggestions reflect a few lessons about the home-school learning connection that we would like to share.

**First, in a home where knowledge is appreciated and respected, children learn its value.** Parents don't need to be experts on all subjects—all they need to do is acknowledge the skills of others. Parents can teach their children to appreciate the skills of a carpenter, enjoy the stories a neighbor tells about another country, and value good literature and music. Parents can also be learners themselves. When a child watches a parent enjoy reading a book, delight in playing the piano, using a tool in the garage, or affirming knowledge in someone else, that child associates learning with respect, enjoyment, and discovery.

**Second, children need to be taught that for a dream to become a reality, goals have to be set.** What child has not dreamed of success, perhaps as an athlete, a carpenter, a musician or a scientist? Parents can encourage children to dream and then teach them to set goals, but this requires listening rather than preaching, guiding rather than telling, and providing a good dose of appropriate encouragement. Goal setting, is a major tenet of the Professional Learning Community of Maggie Cordova School.

**Third, parents must reinforce that success depends on effort.** This can be a very difficult lesson. For the child—or adult—who believes that success is dependent on circumstances beyond his or her control, the dream is already lost. If we attribute the success of others to good fortune, connections, or appearances, a child may conclude that he or she does not fit the profile of success. However, once a child understands that effort matters, positive results can happen as the child learns to practice perseverance and self-discipline. Although not every child is going to grow up to become President, every child can learn to work hard and take initiative and be successful in their own unique way. Our Mission Statement is written for ALL students.

**Fourth, it's vital that parents teach children the importance of manners.** It may sound old-fashioned to tell children to respect others, be polite, be on time, help others and keep their commitments, but it works! Having success in friendships, school, and the workplace requires getting along and working productively with others. It is much easier to learn those lessons at home rather than later on in life. We hope that each of you will be able to identify the servant-leadership model that exemplifies each of these behaviors that will be practiced on a daily basis at Cordova Elementary.

**The last important life lesson is accountability.** Children may say they don't like to have parents checking up on them, but countless studies and research findings have shown that children thrive when provided with parameters that establish safe environments and consistently applied expectations. Expectations associated with accountability help to make all of us responsible. Parents should work to create opportunities for daily conversations with their child/children about school and make sure assignments or chores are completed before allowing extra activities. This follow-up is part of teaching children that all of us are held accountable now and throughout life.

We hope that you and your child's year will be a great success and that every parent will take the Opportunity to be an active participant in your new elementary home.

Sincerely,

Cathy Gaarden

Principal

Liz Wilburn

Assistant Principal



Definition of an Attendance Day—Students are considered to be in attendance when in class or in a school-approved activity. If a student attends school for one-half or less of the total instructional time, the student will be counted as having attended for one-half day. The one-half day mark is at 12:30 pm. If the student attends school for more than one-half of the total instructional time, the student will be counted as having attended for a full day. Perfect attendance recognition is for students who are at school on time everyday, with no early dismissals.

Prompt and regular attendance is essential for a student to attain academic success. Missed days, being tardy and leaving early can leave gaps in the educational process. Please make every effort to get your child to school on time, everyday. (RRPS Board Policy 305-1 view at RRPS.net)

Absences will be excused for the following reasons: doctor's appointment (please bring in doctor's note), illness, a death in the family, emergency, religious commitment, or diagnostic testing. Vacations are considered unexcused absences.

### **RRPS Attendance Policy**

When a student is absent, contact your child's teacher and request make-up work. All Teachers have voice mail. Your child will have as many days to make-up the work as he/she was absent. (i.e. 3 days absent = 3 days to make-up work)

When a student is absent 3, 5, 7, 10 or more times, the principal will send a letter to the parent/guardian.

When a student has 10 or more unexcused absences during a semester, the student will be referred to Educational Neglect Court for possible violation of the New Mexico Compulsory Attendance Law.

When a student has received 10 consecutive absences during the school year, the child will be automatically disenrolled.

### **Reporting a Student Absent**

If your child will be absent, please call the Attendance Line 994-0229 before 9:30 am on the day of the absence and leave the following information:

Name of child	Teacher's Name
<i>Reason for absence</i>	<i>Your name &amp; relationship</i>

### **Tardies**

When your child is tardy, he or she is missing a very important part of the day. The routine, schedule, instruction and tone is being set for the day. If your child comes in late, he or she will miss this information and the class will be disrupted by your child's late arrival. In the event a tardy cannot be avoided, a **parent must** bring the student into the office to receive a tardy slip. **Please do not drop them off and let them walk in unsupervised.** Your child's safety is very important to us.

**Excusing Children From School** - A child is not permitted to leave the school grounds before regular dismissal, without a parent/guardian checking them out, in person, through the office. Parents are to come directly to the office, sign their child out, and the child will be called from the classroom. Parents **may not** go directly to the classroom. Try to schedule doctor and dentist appointments after 4:00 pm or on Wednesday afternoons, if possible. **No one** may check your child out of school unless they are listed on the registration card or you have notified us, **in writing**, prior to the dismissal.

Please exercise caution and patience while driving in school zones. On campus, the **SPEED LIMIT IS 5 MPH.**

Supervision of students begins at 8:35 am and ends at 4:10 pm. No staff member is monitoring students prior to or after these times. If your child is consistently arriving early or is picked up late, you will receive notice from the principal encouraging you to sign up for the before and after school care program. All doors, other than the center doors, are kept locked from the outside to assist in maintaining a safe environment.

If you have an appointment with a staff member or are volunteering in the school, remember to park in the parking lot accessed from Veranda Rd. Please do not park in the drop-off lane. This area is also a fire lane and is painted red. Please remember to always be considerate of other parents wanting to access the parking lot and drop off lane. **Please do not talk on cell phone in Parent Pickup and drop off area. Let's be Safe not Sorry!**

**Cars parked in the bus parking lane on the east side of the school will be towed away.**

### Student Drop Off & Pick Up Areas

You may drop off/pick up your child in one of two ways:

1. You may park in the parking lot on the west side of the building and walk your child across at the crosswalk. Students should not be allowed to walk in the parking lot without a parent escorting the child to the crosswalk. Your child must enter the building through the center doors to proceed to the playground on the East side of the campus. Staff will be present in this area before and after school to assist and to ensure that safe practices are being followed.
2. **PLEASE DO NOT PARK IN THE DROP OFF/PICK-UP LANE (Painted Red for Fire Lane Designation)**  
You may drop off/pick up your child at the curbside next to the sidewalk marked with red paint as the FIRE LANE, in the area prior to the crosswalk. Child care vans only will utilize the Fire Lane area by the cafeteria/gymnasium. Pull up to the closest open spot and put your car in park. **YOU MUST REMAIN IN YOUR CAR OR YOUR CAR WILL BE TOWED AT YOUR EXPENSE.** Your child should **EXIT OR ENTER YOUR CAR FROM THE SIDEWALK CURB side only**. Once your child/children is/are safely standing on the sidewalk or have entered your car, carefully merge to the left, exiting the campus in the far left lane. In the afternoon, students will be lined up according to their grade level. They will be released to come to your car, if you are using the Fire Lane, when you have reached a point beginning at the library on the South and up to the crosswalk on the North. Students will NOT be released to come to the parking lot unless you have exited your car and are waiting for them at the crosswalk.
3. Kindergarten staff from each class will be with the kindergarten students in the afternoon to ensure that the youngest students are entering the correct cars. Grade level representatives will be present for the remaining grades and will dismiss students from the grade level indicated line-up points, beginning at the flag pole and progressing toward the library.



**Older Siblings Picking Up Children from School** - Middle school and high school students are **NOT ALLOWED ON THE CAMPUS**, unless accompanied by a parent. Special Permission may be granted by the principal for those older students who need to pick up younger siblings. Offenders will be warned one time then will be reported to DPS. Please note that charges will be pressed against middle school and high school students who violate this rule.

**Inclement Weather/Abbreviated School Days and Early Dismissal** - An abbreviated day begins **two hours later than the regular schedule**. Bus schedules are also delayed two hours. Notification is usually given by 6:00 a.m. Should the complete cancellation of school be necessary, notification is usually given by 9:00 a.m.. Please avoid calling the school or the district office for this information. It is recommended that families plan for such emergency closures. There is a system in place from the district office that will call each home.

To get information about school schedules during inclement weather listen to:

**Radio: KOB AM770 KRST FM 92.3 KOB FM 93.3**

**TV: KOB Channel 4 KOAT Channel 7 KRQE Channel 13**

**You may also visit our website: [www.rrps.net](http://www.rrps.net)**

If severe weather conditions materialize during the school day, the decision for an early dismissal (traditionally this is a rare event) should be made by 11:30 am and will be announced on the radio and TV. The busses will then begin the "Three Tiered" bus schedule beginning with the high school, then middle schools, and concluding with the elementary schools. Families should have alternate arrangements for their children in this event. Bus students will go home on the bus. Be sure that someone is scheduled to be at your home to receive your child when they arrive. Many of you work in Albuquerque or Santa Fe and will not be able to pick your child up as usual. We recommend that as a family, plan where your child is to go and what neighbors or other family members will take care of your child, then let the school know, in writing.

## ***Bicycle/Scooter Safety***

The District has not provided a bicycle rack for our students' bikes. However, if you are going to allow your student/students to ride their bikes to school you must schedule a meeting and make arrangements with the principal to do so.

## ***Before and After School Programs***

The Rio Rancho Schools are offering the Safe Schools Healthy Students SAFE (Students Achieving for Excellence) before and after school program for working families from 7:00—8:55 am and from 4:00—6:00 pm, Monday through Friday (Wednesday 12:45—6:00 pm). For more information call Rey Cordova at 896-0667, ext. 209. Registration for this program will be held on August 13 and 14th. Late registrations in the cafeteria or portables on the East side of the campus are possible anytime the Safe program is in session.

Transportation by school bus is a **privilege** and an extension of the school day. Your child's safety on the bus is essential. To guarantee your child's safety, the following bus rules apply to all students riding the bus to and from school:

- \* Follow the directions of the bus driver the first time they are given.
- \* Keep all parts of your body and objects inside the bus.
- \* Remain seated in your assigned seat at all times.
- \* Keep hands, feet and objects to yourself.
- \* No fighting, spitting or cussing at any time.
- \* No eating, drinking or smoking.



### **Consequences for Violations of Bus Rules**

The following consequences will apply to all students who violate the bus rules. The following list is intended for informational purposes. The types and severity of the violation may result in the need to bypass some or all of these steps.

1. Warning. Referral will be mailed home or provided to your child with a call home, for parents to address. A possible essay or the copying of rules may be assigned.
2. Parents will be contacted. A minimum one day bus suspension will result
3. Parents will be contacted. A minimum three day bus suspension will result.

Any further problems may result in further suspensions of bus privileges or dismissal from the bus.

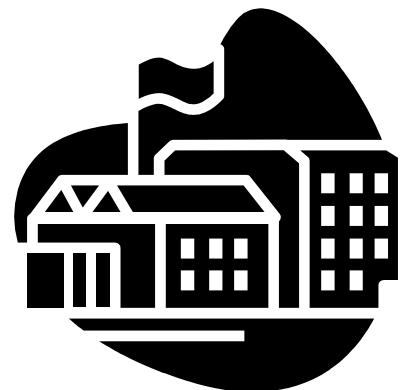
**Phone Messages** - Please be sure your child knows where to go after school each day. It is a disruption to the entire class when messages must be delivered. Children who normally ride the bus will always be placed on the bus. The only time they will not is if a written note is given to the teachers alerting him/her of the changes. Of course emergencies will come up and messages will be delivered. We just ask that this be the exception and not the rule. If your child is making a permanent bus change, please contact the Transportation Office at RRPS (896-0667) to inform them of the change. Thank you for your cooperation.

## **School Rules**

To provide the quality of education we all desire for our children, a safe and orderly environment is a primary requirement. To achieve the level of safety desired, rules and procedures will be instructed and followed throughout the school year.

Components of our school plan include clearly stated rules and procedures, logical consequences for inappropriate choices, recognition of positive behavior and a conflict mediation program. In an effort to accomplish this goal, we have developed a school wide discipline plan. The expectations for student behavior include the following general school rules:

- \* Listen to school staff the first time.
- \* No real or play fighting.
- \* Respect our school property.
- \* Keep bathrooms neat and clean.
- \* Be Polite.
- \* Don't talk back.
- \* Behave and play safely on the playground.
- \* Throw balls only. Sand, ice, snow or rocks may hurt someone.
- \* Stay on school grounds in assigned areas.
- \* Stay where the duty teachers can see you.
- \* Polite language is expected.



Students who choose to disobey rules are given a Referral Slip. The parents are to sign and return the copy of the slip your child will be given. The student will attend detention during their P.M. playtime. When a student receives a referral, parents will be contacted by the assistant principal so that arrangements may be made for the student to participate in our "Skill Builders" program. Additional referrals will require a conference with the child's teacher, the assistant principal, and may result in suspension, a behavior management program, a mentorship, or other disciplinary action deemed appropriate by administration. Individual classrooms have additional rules that will be reviewed with your child. A progressive discipline continuum provides consequences that range from a warning or loss of playtime to suspension or expulsion. The AM or PM recess provided to all students will not be utilized as a behavioral consequence.

**PLAYGROUND SAFETY**

In order to promote a safe environment for all students, it is important for students to listen to the playground duty teacher. Students need to be respectful, play in the designated areas only, and be considerate of others around them while playing.

**Fighting**

- No real or play fighting

**Throwing Objects**

- Throw balls only
- Sand, ice, snow or rocks might hurt someone and should never be picked up to be thrown

**Not respecting school property/personnel**

- Students must be at least 6 feet from the building at all times (This avoids interrupting classes that are still in session)
- Respect our school property/environment
- Keep bathrooms clean and neat
- Be polite
- Don't talk back in an angry way
- Plants are for our enjoyment

**Leaving school grounds during school hours**

- Stay on school grounds in assigned areas
- Stay where duty teachers are assigned
- Playing near the portables is not allowed unless accompanied by an adult
- Students may not return to the building during recess unless the student has a written pass/permission from the teacher to return to the classroom/office

**Using profanity/abusive language**

- Only polite language is acceptable

**Cafeteria rules**

- Stay seated
- Speak quietly
- Remember to use good manners

**Bathroom Rules**

- Students are expected to use appropriate behavior in the bathrooms and to leave promptly

**Behave safely (Playground Rules)**

- Respectful:
  1. Line up immediately when whistle is blown
  2. Toys and cards left at home
  3. Area between buildings and sidewalks is not a play area

**Responsible:**

1. Clean up after yourself. Pick Up Trash
2. At the end of the day report to your ride immediately
3. Rock and woodchips are for landscaping. They belong on the ground

**Positive:**

1. Make the most of your free time
2. Take turns when others want to use the equipment

**Safe:****1. Swings-**

- A. One student per swing
- B. Students face center courtyard
- C. Swing forward and backward
- D. Stop swinging before getting off
- E. Push yourself by moving feet forward and back
- F. Stay out of swing path when others are swinging

**2. Equipment-**

- A. Climbing and sitting on top of equipment is prohibited
- B. Swinging parallel bars-one person at a time, not for sitting on, use hands and feet only to swing
- C. Backpacks, toys, etc. not allowed on equipment
- D. Rings and parallel bars-start at equipment and work your way out, always go forward

**3. Tube Slide-**

- A. One person at a time
  - No stopping on slide
  - No plugging up tube
  - No going down head first
  - No chasing while in tube
  - Always sit when going down
  - No climbing up tube whether inside or out

**4. Walk-Run**

- A. Students can run once they are beyond sidewalks

**5. Tether Ball**

- A. No sitting or kicking the ball
  - B. Ball should not be used to throw at others
5. Chase/Tag/It games are to be played as part of P.E. or as a class activity (ex. Duck, Duck, Goose)

**6. Water**

- A. Stay out of water puddles and muddy areas

**HALLWAY ETIQUETTE**

In the hallway students should follow the Hallway Etiquette rules in order for MCE to be an optimal learning environment. The rules are as follows:

1. Stay on third tile, to your right, hands & feet to yourself- NO TALKING

The Rio Rancho School Board has a zero tolerance weapons policy in an attempt to protect students and staff in our schools. Rio Rancho Public Schools must comply with the state's Gun Free Act or risk losing funds. New Mexico requires schools to expel students for one year for carrying guns, knives, or any items used as weapons. Therefore, we are asking for help from the entire community as we continue to keep weapons and look-alike weapons out of our schools. Our District's policy is simple:

**NO WEAPONS OF ANY KIND ARE ALLOWED AT SCHOOL OR AT ANY SCHOOL EVENT.**

Our district prohibits weapons because:

- \* Weapons are a danger to everyone.
- \* The Law requires schools to outlaw weapons.
- \* Bringing weapons onto a campus is a felony.

### ***Rio Rancho Public Schools Substance Abuse***

It is the position of the Rio Rancho Public Schools that a caring environment is essential in preventing students from becoming involved with harmful substances. Therefore, students in Rio Rancho Public Schools will have the opportunity to develop a positive self-image and achieve their maximum potential in an atmosphere free of substance abuse.

While we recognize that health problems of youth are primarily the responsibility of the home and community, the school shares that responsibility because substance use and/or abuse may lead to problems that interfere with school behavior, learning and achievement. In cooperation with the community, the schools shall endeavor to educate students and staff, concerning substance use and/or abuse as well as support alternatives for helping students and their families, including prevention and intervention strategies.

In accordance with the New Mexico Board of Education Regulation 81-3, the Rio Rancho Public Schools supports a zero tolerance policy which prohibits students from using, possessing, distributing or trafficking of alcohol and/or other harmful and illegal substances on school property, at the bus stop or at school activities.

Students who violate this policy shall be subject to the full range of school and/or district disciplinary measures, in addition to applicable criminal and civil penalties.

### ***Health Office***

Our Health Office is staffed by a registered nurse and a trained nurse's assistant. Should your child become injured or become ill, he or she will be sent to the health office. If the injury or illness is serious, a parent will be contacted to come and pick up his/her child. Students are not permitted to remain at school if they have vomiting, diarrhea, fever or rash. The Health Office keeps an emergency card on file. It is the responsibility of the parent to keep all home, work, and emergency phone numbers updated by calling the office when there are changes.

If a child is seriously injured or ill, 911 will be called at the expense of the parent.

School personnel are not allowed to administer medication to students. Health Office staff will supervise self-administration if the parents have provided a doctor's authorization form with the proper instructions on the dispensing of the medication during school hours.

Please do not send any medication to school with your child or in their lunch. Parents are asked to bring medications with a written note for over the counter medications or any authorization form for prescription medication directly to the health office. These drugs will be kept in a locked container in the health office.



## Immunizations

Immunizations are required to enter public schools in every state. All students entering Rio Rancho Public Schools must present a certificate/shot record showing immunizations against Diphtheria, Tetanus, Polio oral vaccination, Measles (Rubeola, Rubella) and Hepatitis B. Students will not be allowed to attend school until a shot record is produced. Check with your pediatrician, the school nurse or the local health department to determine if your child's immunizations are up-to-date.

## Insurance

New Mexico law states that a school district cannot assume liability for costs incurred in students' accidents. The New Mexico Public School Insurance Authority makes a low cost student accident policy available to all students in Rio Rancho Public Schools. This Policy is optional and explained in the brochure sent home at the beginning of each school year.

## Specials (Physical Education, Music, Art, Library & Computers)

Maggie Cordova Elementary will offer excellent music, physical education, and art programs.

**Physical Education:** Sneakers/Athletic shoes are required for PE. Children must have a doctor's note if they are to be excused from physical education class.

**Music:** Students will be taught essential musical skills in musical class. The goal is for all students to become competent music makers. Grades in music class are based on musical skill acquisition, not behavior or participation.

**Art:** Students will attend Art classes as often as we are able to provide them. Periodically the Art teacher will put requests for supplies and materials in the Cordova newsletter.

**Library:** Overdue and Damaged Book Policy: When a book is lost or damaged parents are asked to pay for the book. The price charged is the replacement cost. If a lost book is found within one year, in good condition, it may be returned for a full refund. If a book is damaged but still useable, we will bill you for up to 1/2 of the cost of the book. When the damage is minor we speak to the child who returned it and then clean or repair the book. Every book that is checked in is inspected and cleaned before it goes back on the shelf. Any damage is noted on the inside front cover. New Mexico State Statute Chapter 280 allows for schools to hold a parent responsible for loss, damage or destruction of instructional materials. Report cards will be held until books are returned or the fine is paid.

**Computers** Students will attend Computer Class weekly to learn basic computer skills and technology. Each classroom is also furnished with computers for student use.



Cordova Elementary School believes homework is an integral part of the curriculum. We also believe that homework must be age appropriate. Each grade level has guidelines for homework.

**Kindergarten:**

Time: 15 minutes per night inclusive of nightly reading with parents, or not to exceed 60 minutes per week.

Grades: Homework performance will be recorded.

Report Card: Homework will be marked under Responsibility.

**First Grade:**

Time: 15 minutes per night inclusive of nightly reading, or not to exceed 60 minutes per week.

Grades: Homework performance will be recorded.

Report Card: Homework will be reflected under Responsibility.

**Second Grade:**

Time: 20 minutes per night inclusive of nightly reading, or not to exceed 80 minutes per week.

Grades: Homework performance will be recorded.

Report Card: Homework will be reflected under Responsibility.

Consequences: Note to parents, and/or phone calls.

**Third Grade:**

Time: 35 minutes per night inclusive of nightly reading, or not to exceed 140 minutes per week.

Grades: Homework will be graded.

Report Card: Homework will be averaged into each subject, except for special projects.

Consequences: Note to parents, and/or phone calls. Noon play time provided to complete assignments.

**Fourth Grade:**

Time: 40 minutes per night inclusive of nightly reading, or not to exceed 160 minutes per week.

Grades: Homework will be graded.

Report Card: Homework will be averaged into each subject except for special projects.

Consequences: A student's free time at school may be reassigned to allow for the completion of missing work. Grades may be impacted as a result of late or incomplete work.

**Fifth Grade:**

Time: 45 minutes per night inclusive of nightly reading, or not to exceed 180 minutes per week.

Grades: Homework will be averaged into each subject except for special projects. Grades will be impacted as a result of late or incomplete.

Report Card: Homework will be averaged into the subject grade and reflected on the report card.

Consequences: A student's free time at school may be reassigned for the completion of missing work.

Grades may be impacted as a result of late or incomplete work.

**Lost & Found**

All lost items are to be turned into the Lost and Found located in the office. Students are encouraged to check for all lost items there. Parents are reminded that a **child's name needs to be on every personal and clothing items brought to school.**

Due to the lack of storage space, clothing items in the Lost and Found will be donated to local charities as often as monthly and definitely at winter and spring breaks.

**Personal Possessions**

If your child does bring an item to school and loses it, he/she may check in the Lost and Found. The school cannot be responsible for lost or stolen items. Please remind your child to leave personal items/toys at home. They can disrupt the learning environment and create safety problems. Also, there is a risk of items being broken, lost or stolen.

Cordova 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 of Appropriate Use form once 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, any school personnel may invoke the following consequences:

- First Incident: warning given, parents notified.
- Second Incident: access to the Internet denied to students for the remainder of the year.  
No Exceptions

**Food Services**

The cafeteria is set up to serve a buffet type lunch. The contractor working with Rio Rancho Public Schools this year is Sodexho-Mariott.

If your child chooses to eat lunch in our cafeteria, please have your child bring a check to pay on a weekly or monthly basis. Make checks payable to: Rio Rancho Public Schools. This saves time and helps with our bookkeeping procedures. Prices for 2008-2009 may vary but as of this printing date are:

	Regular	Reduced		
Breakfast	- \$0.75	\$0.30	Adults Breakfast	- \$1.25
Lunch	- \$1.85	\$0.40	Adult Visitor Lunch	- \$3.00
Milk	- \$0.50		Child Visitor Lunch	- \$1.85
Juice	- \$0.35		Additional Entrée	- \$1.35

In order for your child to become eligible for reduced or free lunch, a form must be completed and approved by the cafeteria manager. If you think you may qualify for free or reduced lunch/breakfast, please fill out a form in the office. All of the information is confidential. The number of children that participate in the free and reduced lunch program help our school qualify for extra federal funding for the Title I Reading Program. If you do not want to participate in the free or reduced breakfast/lunch program and you qualify, your completing the form without participating still supports the school's candidacy for additional reading program funding.

**Bake Sales:**

The traditional bake sales schools have allowed for many years are now prohibited by RRPS School Board Policy 358, Appendix D. This policy was required by New Mexico law and is now in effect in all New Mexico schools. Elementary schools may only allow the sale of popcorn, which is classified as an "al la carte" item during the lunch period. No other food items, outside of the school lunch program, can be sold, including student access to the vending machines, which can only sell milk, soy or water products.

**Food at School Parties**

Until notified otherwise, parents are still allowed to bring in healthy party snacks as long as nothing is sold. This includes the morning snacks often utilized in the primary grade classrooms.

Questions regarding educational records should be directed to the principal of the school the student is attending.

- A. Rio Rancho Public Schools maintains the following education records directly related to students:
1. Academic records
  2. Personal information records
  3. Disciplinary records
  4. Attendance records
  5. Health Records
  6. Progress Records
  7. Standardized testing records
- B. Access to individual education records is limited to:
1. Parents of students under 18
  2. Parents of students over 18 if such student is a dependent as defined in the Internal Revenue Code
  3. Students
  4. Officials of this school district who have a legitimate educational interest
  5. State and local officials to whom information is required to be reported
  6. Certain testing organizations
  7. Accrediting organizations
  8. Appropriate persons in connection with an emergency
  9. Pursuant to subpoena or court order
  10. To any person with the written consent of the parent of students under 18 or the student over 18
  11. To a school or schools in which a student seeks or intends to enroll
- C. Rio Rancho Public Schools policy requires that educational records be kept to an essential and relevant minimum. Records are reviewed at the end of each school year, and non-essential or irrelevant materials are deleted.
- D. Rio Rancho Public Schools policy limits the right of access to education records to the persons and under the circumstances indicated in paragraph B, above. RRPS policy requires that copies be made available to persons entitled to copies at the cost of 25 cents per page. RRPS policy provides individuals the right to challenge the contents of records. If records contain information on more than one student, the right to inspect relates to that portion of the records concerning the particular student in question.
- E. Student directory information may be released without prior consent unless the parent or student informs the principal within a reasonable period of time that any or all of the information should not be released without prior consent.
- Directory Information Includes:
1. Student's name
  2. Address
  3. Telephone listing



## Daily Schedule

8:35 AM	Teachers on Duty
8:55 AM	First Bell- Students Line Up- Enter Classroom
9:00 AM	Tardy Bell- Instruction begins
12:45 PM	Wednesday School Dismissal
4:00 PM	Monday, Tuesday, Thursday and Friday Dismissal

Often Board Policy explains why we do what we do. If you would like more information regarding board policies, please visit the Rio Rancho Public Schools web site at <http://www.rrps.net>. Board Policies can be directly accessed at <http://www.rrps.net/Board/PNP/pnp.html>. State Education regulations and laws may be referred to at <http://www.ped.state.nm.us/>

## ***Counselor***

The counselor in our school helps in many ways. The counselor works closely with parents, teachers, administration, and various other community agencies to provide guidance to our students. Major goals of the counseling program are to help the children understand their feelings, develop problem-solving skills and see themselves as worthwhile human beings. The counselor is also key to our School Wide Discipline Plan in helping children make the correct decisions on the playground, in class, and in the school.

## ***Maggie Cordova Elementary School PTO (Parent Teacher Organization)***

PTO Officers for the 2008-2009 School Year:

President- Altee Vigil

The Maggie Cordova PTO will be Maggie Cordova Elementary's MOST important support group. Call the school and help to make history while establishing a tradition of involvement in one of New Mexico's premiere schools. You can call and leave a message for any of the PTO officers by dialing 994-0229 ext TBD. Maggie Cordova's PTO for the 2007-08 school year had many very active members, but not enough to offer all the events they had planned for our students. More parents are needed to help share the responsibilities of creating Rio Rancho's best PTO. The PTO tries to offer at least one family activity per month, in addition to their regular meetings which almost always include students performing. Please join us to make Maggie Cordova School all that it can be.

## ***Section 504***

Under the provisions of Section 504, Rehabilitation Act of 1073, 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 disable 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, Jerry Reeder at the Rio Rancho Public Schools District Office, 500 Laser Rd. NE, Rio Rancho, NM 87124, (505) 896-0667.

## ***Title IX***

Under the provisions of Title IX, Education Amendments of 1972, public school 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, Tonna Burgos, at the Rio Rancho Public Schools District Office, 500 Laser Rd. NE, Rio Rancho, NM 87124, (505) 896-0667, ext. 129.

Students are expected to be neat, clean, and appropriately dressed for learning. Interpretation and discretion of the following dress code is subject to administrative approval.

### **FABRICS**

Clothing must be cotton or cotton blend, wool or corduroy (**no nylon, no knit spandex**)

### **SHIRTS**

1. Must be a **SOLID** color blue, green, white, gray, khaki (tan or olive)
2. Approved styles are:
  - Collared dress shirt (no shirt unbuttoned except for top 2 buttons)
  - Collared polo shirt
  - Turtleneck or mock turtleneck
  - Henley shirt
3. School spirit Tshirts (must have school principal or designee approval)
4. Must be long or shortsleeved (not sleeveless)
5. Must be cotton or cotton blend (no see through material, no shiny material, no denim material)
6. Insignias can be no bigger than 3 inches by 3 inches
7. The two additional **SOLID** colors allowed at each elementary school are:
  - Colinas del Norte - turquoise & red
  - Enchanted Hills - turquoise & red
  - Ernest Stapleton - turquoise & gold
  - Maggie Cordova — red/pink & gold
  - MLK, Jr. - purple & gold
  - Puesta del Sol - pink & red
  - Rio Rancho - red & yellow/gold
  - Vista Grande - red & purple

*Note: No shirts of any other styles except those listed above are allowed. No skin should be shown between the bottom of the shirt/blouse and the top of the pants/skirt when arms are stretched upward. Shirts worn out can be no longer than finger tip length. No contrasting stripes or piping on shirts.*

### **PANTS**

1. Must be a **SOLID** color - blue, green, white, gray, khaki (tan or olive)
2. Approved styles are:
  - Classical/traditional, straight leg cut, with or without pleats, with or without cuffs (maximum hemline circumference 16" & maximum cuff width 2" )
  - Cargo pants, straight leg cut (maximum hemline circumference 16" & maximum cuff width 2")
  - Overalls, straight leg cut, with or without cuffs, (maximum hemline circumference 16" & maximum cuff width 2") straps must be fastened
  - Denim blue jeans are allowed but must meet pants style guidelines
3. Pants must fit at the waist, fit in the crotch, and be properly hemmed or cuffed. Tight fitting, stretch type pants are **not** allowed. Also, pants with holes and frayed bottoms are **not** allowed. No contrasting stripes or piping on pants.
4. Insignias can be no bigger than 3 inches x 3 inches

### **OTHER ATTIRE**

1. Must be a **SOLID** color - blue, green, white, gray, khaki (tan or olive)
2. Approved styles are:
  - Shorts no shorter than the point where longest extended finger ends when the student is standing up straight (tight fitting, stretch type are **not** allowed). Denim shorts are allowed but must meet style guidelines.
  - Capri pants - straight cut. Denim Capri pants are allowed but must meet style guidelines (tight fitting, stretch type are not allowed)

- Skirts no shorter than the point where longest extended finger ends when the student is standing up straight. denim skirts are allowed but must meet style guidelines. (tight fitting, stretch type are **not** allowed)
- Skorts no shorter than the point where longest extended finger ends when the student is standing up straight. Denim skorts are allowed but must meet style guidelines. (tight fitting, stretch type are **not** allowed)
- Jumpers no shorter than the point where longest extended finger ends when the student is standing up straight. Denim jumpers are allowed but must meet style guidelines. (tight fitting, stretch type are **not** allowed)
- Dresses no shorter than the point where longest extended finger ends when the student is standing up straight. Denim dresses are allowed but must meet style guidelines. (tight fitting, stretch type are **not** allowed)

3. Insignias can be no bigger than 3 inches x 3 inches

**NOTE: Slits in skirts, dresses, or jumpers can be NO higher than the point where longest extended finger ends when student is standing up straight.**

#### **ACCESSORIES**

1. Belts must fit around the waist and be secured in belt loops.
2. Sweaters, sweatshirts, blazers, vests must be a SOLID color Blue, Green, White, Khaki (Tan or Olive) and must be worn over the approved style shirts. Shirts worn under accessories must be in compliance.
3. Approved styles are:
  - Sweaters - pullover, cardigan or buttondown- must be appropriately sized
  - Sweatshirts - must be a pullover, appropriately sized
  - Blazers - must be appropriately sized
  - Vests - must be appropriately sized
4. Insignias can be no bigger than 3 inches x 3 inches. No contrasting stripes or piping on accessories
5. Items worn **inside** the school building for warmth **must meet the dress code**

#### **OUTERWEAR**

1. Winter coats, winter jackets, and gloves do not have to meet the color requirements; however, these items are for **outside** wear only
2. If a jacket is worn inside a building, it must remain open

*Note: Jackets must be appropriately sized and may not be worn in any way that reflects gang affiliation or*

#### **FOOTWEAR**

There are no specific color or style requirements for shoes and socks, however, all students should wear appropriate footwear. **Heelys and Flip Flops are not allowed.**

#### **EXCEPTIONS**

1. Scout or JROTC uniforms will be permitted at the discretion of the school principal
2. Spirit day, photo day, or other special event day dress will be allowed at the discretion of the school principal.

#### **PROHIBITED**

1. Jewelry or hairstyles that disrupt the educational process or endanger students.
2. Body piercing jewelry (with the exception of earrings worn in the ears).
3. Headgear such as hats, bandanas, hair nets, and sunglasses (indoors).
4. Belt loop chains or wallet chains, spiked jewelry, and extended belts.
5. Any items or accessories including face painting which advertise, display, or promote any drug (including tobacco and alcohol), sexual innuendo, violence, weaponry, profanity, hatred, or bigotry toward any group.
6. Heelys

#### **CONSEQUENCES FOR NONCOMPLIANCE**

**(Please refer to your school's student handbook for consequences for noncompliance)**

Families in need of financial assistance can contact their school or school district office for a School Wear Assistance Application. Your school can answer specific questions. You may also call 8927222 ext. 210 or email us at [schoolwear@rrdo.rmps.k12.nm.us](mailto:schoolwear@rrdo.rmps.k12.nm.us).

Maggie Cordova's newsletter will be published on colored paper and sent home the third week of each month, with your oldest or only child. It is very important that you look for this publication and read it. It is our way of keeping you informed of the activities going on in the school and community. Teachers will send home newsletters as well. All information can also be accessed on our website: [www.rrps.net](http://www.rrps.net), click Schools, and MCES.

### ***Progress Reports , Report Cards and Parent Teacher Conferences***

Rio Rancho Public Schools reports student progress every nine weeks. Elementary students have scheduled conference times with each teacher at the end of the first and third grading periods. Your child's teacher will be looking forward to talking with you about his/her academic success and progress reports. Please plan to attend. If you have questions about the grading scale or Honor Roll, contact your child's teacher. If your child has an outstanding fine, district guidelines require that his/her report card will be held until the fine is paid.

### ***Visiting Your School***

You are always welcome at Cordova Elementary School and are encouraged to visit your child's class often. Please park in the west lot off Veranda Road and enter in the main doors of the center wing. ALL VISITORS MUST SIGN IN AT THE FRONT OFFICE. This is for the safety of your children. We have a special visitor's badge for anyone who is here to visit or to work with our children.

### ***Student Placement & Class Change Policy***

The goal of Cordova Elementary is to provide the best learning environment possible for all children. The process used to create this year's class lists included the use of test scores and special areas of need identified by reviewing each child's cumulative folder, when available. Last year's teachers provided input in addition to our using input from the site specialist, the counselor and administration to create balanced class groups for the upcoming year. Finally, teachers were assigned to classes of students by administration. Teachers do **not** assign students to teachers. Please do not ask teachers to recommend another teacher for the following year. You are encouraged to discuss concerns with the principal. The following is a list of the criteria we used this year and will use in future year assignments:

Equity in classrooms considering gender, reading and math ability, special needs, and behavioral needs.

- \* Separating children who do not get along.
- \* Class Programs such as inclusion, multiage, teaching style, etc.
- \* Parent concerns sent to the administration in writing in the spring of each year.

The placement process is good but not perfect. In the event that you have concerns about your child's placement, the following procedure has been implemented in Rio Rancho's elementary schools.

- \* A parent initiated class change will be possible after the conclusion of the third week of classes.
- \* Changes in class placement will be considered after the parents and the classroom teacher have conferenced at least three times to address the concerns of parent or teacher. The counselor may be invited to assist or mediate.
- \* Parents and the classroom teacher should agree that a different assignment would best serve the student's interest. At this time, a conference with the principal should be scheduled to determine:
  1. If a change should be made.
  2. If space is available in another classroom.
  3. If the receiving teacher is appropriate for the student.
  4. If the Student Assistance Team needs to help with strategies.

Maggie M. Cordova Elementary School

August 13-15	Student Testing
August 18	First Day of School
August 26	Curriculum Night for All Grades
September 1	Labor Day Holiday- No School
September 2	PTO Board Meeting @ 4:30pm
September 4	PTO General Meeting @ 6:30pm
September 19	Set-up for Rummage Sales @ 6:00pm
September 20	PTO Rummage Sale from 6:00am to 2:00pm
September 22	Start of Peeler Card Fundraiser
September 30	Fall Pictures
September TBA	Math/Technology Night
October 3	End Peeler Card Fundraiser
October 6	PTO Board Meeting @ 4:30pm
October 8 & 9	In-service Day- No School for students
October 9	PTO General Meeting @ 6:30pm
October 10	Fall Break- No School
October 15	End of First Quarter
October 24	PTO Fall Carnival from 6:30pm to 8:00pm
October TBA	Honor Roll Breakfast & Awards Assembly
November 3 & 4	Parent/Teacher Conferences- No School for students
November 4	PTO Board Meeting @ 4:30pm
November 5	PTO Kick-Off Catalog Fundraiser
November 6	PTO General Meeting @ 6:30pm
November 19	PTO Kick-off Catalog Fundraiser Ends
November 19	Spelling Bee
November 21	PTO Family Night- Turkey Bingo from 6:30pm to 8:00pm
November 26—28	Thanksgiving Day Holiday- No School
December 1	PTO Board Meeting @ 4:30pm
December 4	PTO General Meeting @ 6:30pm
December 8-12	Winter Book Fair
December 12	Santa's Workshop
December 19	School- Wide Holiday Sing-a-long
December 19	End of Second Quarter and 1st Semester
Dec 22-Jan 2	Winter Break- No School

January 5	Planning Day- No School for students
January 6	PTO Board Meeting @ 4:30pm
January 8	PTO General Meeting @ 6:30pm
January 19	MLK, Jr. Day Holiday- No School
January TBA	Literacy/ESL Night and PTO Spaghetti Dinner
January TBA	Honor Roll Breakfast & Awards Assembly
February 2	PTO Board Meeting @ 4:30pm
February 5	PTO General Meeting @ 6:30pm
February 13	Inservice Day- No School for students
February 16	Presidents Day Holiday- No School
February 20	PTO 50's Sock Hop
February 23	PTO Fundraiser Kick-Off
March 2	PTO Board Meeting @ 4:30pm
March 11	End Fundraiser
March 11	End of Third Quarter
March 13	PTO Spring Bingo from 6:30pm to 8:00pm
March 17	Talent Show Try-outs
March 19 & 20	Parent/Teacher Conferences—No School for students
March 23-27	Spring Break- No School
March TBA	Honor Roll Breakfast & Awards Assembly
April 6	PTO Board Meeting @ 4:30pm
April 9	PTO General Meeting @ 6:30pm
April 10	Holiday- No School
April 14	Talent Show Dress Rehearsal @ 4:30pm
April 17	Talent Show
April 20-24	Spring Book Fair
April TBA	Volunteer Lunch at 1:30pm
April TBA	Spring Pictures
May 4	PTO Board Meeting @ 4:30pm
May 4-8	Teacher Appreciation Week
May 7	PTO General Meeting @ 6:30pm
May 18	Snow Cone Day
May 22	Last Day of School for Students
May TBA	Honor Roll Breakfast & Awards Assembly
May TBA	Kindergarten Promotion
May TBA	5th Grade Promotion



# Maggie Cordova Telephone Extensions

2008-2009 Parent/Student

In order to contact a teacher/staff member at Cordova, please dial (505)-994-0229. When prompted, please enter the appropriate extension number. Please note, teacher's extensions will go directly to voice mail during instructional periods. Maggie Cordova Fax # (505) 994-2684.

### Kindergarten

114 Antoinette Metzger  
114 Jennifer Gardiner- EA  
115 Lisa Dale  
115 Rhonda Leeper- EA  
112 Lisa Esquibel  
112 Denise Mainardi- EA  
111 Maria Martinez  
111 Lisa Tapia- EA  
110 Stephanie Current  
111 Brenda Barrett- EA  
112 Tami Berglund  
113 Celeste Figueroa- EA

### First

118 Heather Easley  
106 Hollie Zamora  
122 Tawnya Yates  
108 Judith Spears  
120 Sara Kouba  
121 Yvonne Mora

### Second

103 Marion Simmons  
104 Christine Quesada  
105 Christine Valentine  
107 Dinah Ortiz  
302 Michelle Bearden  
303 Kathy Winter  
304 Vanessa Tungate

### Third

305 Barb Kolessar  
306 Gina Hanosh-Martinez  
310 Janelle Roark  
311 Jennifer Marchand  
309 Jenifer Palomar  
307 Katie Sievert  
301 Anne Marie Murphey

### Fourth

315 Nick Mischel  
312 Leslie Kingston  
318 Amanda Riley  
314 Dawn Ramos  
317 Heather Strader

### Fifth

405 Monica Holt  
403 Tim Williams  
404 Michelle Spears  
403 Janet Anderson

### Special Education

109 Brenda Keppler  
109 Melissa Hernandez- EA  
109 Samantha Husak- EA  
102 Jessica Owen  
123 Molly McDaniel  
123 Lisa Kirk- EA  
123 Marlene Charley- EA  
123 David Stockmar- EA  
119 Serena DePetro  
119 Allison Smith- EA  
119 Mari Adkins- EA  
308 Teresa Little-Gardiner  
308 Maria Contrucci- EA  
308 Thalia Fernandez- EA  
316 Christine Conlin  
316 Nora Conejo- EA  
316 Teresa Colpitts- EA  
316 Anna Valdez- EA  
407 Kara Mehrman  
407 Kathy Stockmar- EA

### Support Staff

518 Mary Pfeifle - Librarian  
519 Molly Griffiths - Library EA  
525 Maggie Juen - Reading Recovery  
527 Beverly Berch- Reading Recovery  
209 Amy Anderson - Music  
211 Toby Jackson- PE  
211 Rick Oldenburgh- PE  
523 Karen Boulanger - Tech. Specialist  
526 Kim Van Gilder—Ed. Tech EA  
210 Mehrzad Banihashemi - Art  
521 Linda Golin-Counselor

### Workroom

530 Lynda Frank

### Ancillary Staff

514 Natalie Vigil- Nurse  
205 Ramona Perea-Wolfe- Health EA  
526 Kent Gibson- Social Worker  
528 Kirsten Lekberg- SLP  
524 Patricia Beckett- SLP  
214 Monica McNeely- ELL  
117 Nadine Padilla- ELL

### Office Staff

516 Cathy Gaarden - Principal  
512 Liz Wilburn - Assistant Principal  
511 Theresa Archuleta - Registrar  
513 Ann Johnson - Principal's Secretary  
510 Henrietta Lucero- Office Clerk  
520 Skip Mackay- Site Specialist

### Therapies

212 Cyndi Apocada- PT  
Susan Rathbun-OT  
Hilda Kirschner- RT

### Custodial Staff

531 Martin Davila, Foreman  
Lillian Moore  
Dickie Baca

### Kitchen Staff

515 Amy McGee- Cafeteria Manager

### Additional Rooms

517 Staff Lounge  
401 SAFE After School Program  
518 Library  
313 Intermediate Computer Lab  
101 Primary Computer Lab  
204 Special Services Conf. Room  
300 PTO

## Important Phone Numbers

Cordova Elementary School: (505)994-0229

Cordova Elementary FAX: (505)994-2684

Menu Selections:	Attendance	#1	Site Specialist	#5	Front Office	#0
	Nurse	#2	Social Worker	#6		
	Cafeteria	#3	PTO	#7		
	Counselor	#4	Safe Program	#8		

RRPS—District Office: 896-0667

RRPS- District Office Fax: 896-0662

Durham Transportation: 891-8966

(All contact info available on our website: [www.rmps.net](http://www.rmps.net) →school→Maggie Cordova Elementary)



# Rio Rancho Public Schools

## Notice to Parents and Students

**The Family Educational Rights and Privacy Act (FERPA)** is a Federal law that governs the maintenance of student education records. Under that law, parents of students, or students themselves if they are at least 18 years of age (“eligible students”), have both the right to inspect education records kept by the school about the student and the right to correct inaccuracies in the record. Access to these records by other than the parents or the student is limited and generally requires prior consent by the parent or the student. The district has adopted a written policy governing all the rights of parents and students under FERPA. Copies of this policy may be found in the superintendent’s office and in the principal’s office of each school within the district.

The board of education of the Rio Rancho Public School District No. 94 (RRPS) hereby gives its annual public notice to all parents and eligible students that:

A. RRPS maintains the following education records directly related to students and subject to the limitations on disclosure provided in FERPA:

1. Academic records
2. Personal information records
3. Disciplinary records
4. Attendance records
5. Health records
6. Progress reports
7. Standardized testing records

B. Access to education records is limited to:

1. Parents of students under 18
2. Parents of students over 18, if such student is dependent as defined in the Internal Revenue Code
3. The student
4. Officials of this school district who have a legitimate education interest
5. Federal, state, and local officials to whom information is required to be reported
6. Certain test organizations
7. Accrediting organizations
8. Appropriate persons in connection with an emergency
9. Pursuant to subpoena or court order
10. To any person, with the written consent of the parent or eligible student

C. RRPS policy requires that education records be kept to an essential or relevant minimum. Records are reviewed at the end of each school year and non-essential and irrelevant material is deleted.

D. RRPS policy limits the right of access to education records to the persons and circumstances indicated in Paragraph B above. RRPS requires that copies be made available to persons entitled to receive copies. RRPS policy provides that explanations and interpretations of records are available upon reasonable advance notice. Some records, such as standardized test scores and other material of a technical nature, may only be reviewed with a person qualified to interpret and explain such material and records. RRPS policy provides the right to challenge the content of records. If records contain information on more than one student, the right to inspect relates only to that portion of the records concerning the particular student in question.

E. FERPA classifies certain types of information that generally would not be considered to be an invasion of privacy or harmful if released as “student directory information.” Unless the parent or eligible student objects in writing as described below, school officials may release directory information, as defined under RRPS policy, to any person, including but not limited to marketers, colleges, and the media, without the consent of the parents or the student. Parents/students who object to the release of any or all of this information without consent must notify, in writing, the principal of the school where the records are kept within fifteen (15) days following the date of the publication of this notice (or the enrollment of the student, if after the beginning of the school year). The objection must state what information the parent or student does not wish released. A form for filing an objection is available at all district schools and at the superintendent’s office. In the absence of timely notice objecting to its release, the listed information will be classified as directory information until the beginning of the next school year.

“Directory information” as defined by RRPS policy includes: the student’s name; grade in school; name of school; eligibility and participation in officially recognized activities, including but not limited to fine arts exhibits, performing arts programs, other performances, graduation programs and sports events; weight and height of members of athletic teams; honors and awards received; yearbooks; and identification in visual media, including photographs, videotapes and video images, depicting school programs or activities.

F. Questions regarding education records shall be directed to the school’s principal or to the district office Custodian of Records at 500 Laser Rd. NE, Rio Rancho, NM 87124, 896-0667 ext. 123. Complaints about the failure of RRPS to comply with FERPA may be made, in writing, to FERPA Office, Department of Health and Human Services, 330 Independence Avenue SW, Washington, DC 20201.

### **Release of Student Information to Military Recruiters:**

**The federal No Child Left Behind Act (NCLB), requires school districts to provide student names, addresses, and telephone numbers to military recruiters unless the parent or student (if 18 or over) specifically requests that the information not be released without prior written parental consent.** Parents of students in grades 9-12, or students aged 18 or older, who object to the release of this information are asked to complete a form indicating their objection. If the form is not completed and returned to the student’s school, requests for this information will be honored. Forms are available at all schools serving students in grades 9-12 and should be returned within fifteen (15) days of the beginning of the school year or fifteen (15) days after enrollment.

### **Protection of Pupil Rights Amendment**

The Protection of Pupil Rights Amendment (PPRA) 20 U.S.C. § 1232h, requires school districts to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns any of the following eight specific areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or student’s parent
2. Mental or psychological problems of the student or student’s family
3. Sexual behavior or attitudes
4. Illegal, anti-social, self-incriminating, or demeaning behavior
5. Critical appraisals of others with whom respondents have close family relationships
6. Legally-recognized privileged relationships, such as with doctors, lawyers, or ministers
7. Religious practices, affiliations, or beliefs of the student or parents
8. Income, other as required by law to determine program eligibility

This requirement also applies to the collection, disclosure, or use of student information for marketing purposes (“marketing surveys”) and certain physical examinations and screenings (“activities”).

RRPS does not currently plan to administer surveys that seek any of the “protected information” detailed above. Should a situation arise where such a survey needs to be administered, the District will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities. Parents will be provided with an opportunity to review the surveys and with an explanation of the activity. Parents will have the opportunity to consent to or opt their child out of participation. The rights granted by PPRA, as well as the opportunity to consent/opt out, transfer from parents to any student who is 18 years old or is an emancipated minor under State law.

August 2006

Dr. V. Sue Cleveland  
Superintendent

