

2009-2010
PARENT/STUDENT HANDBOOK

PUESTA DEL SOL
ELEMENTARY SCHOOL

450 SOUTHERN BLVD
RIO RANCHO, NEW MEXICO 87124
TEL:(505)994-3305 FAX:(505)994-3316

WEB PAGE: www.rrps.net LINK: PDSE



PREPARING EAGLES TO SOAR!



RIO RANCHO PUBLIC SCHOOLS

PUESTA DEL SOL ELEMENTARY

"Where Eagles SOAR!"

450 Southern Blvd. SE
Rio Rancho, New Mexico 87124

(505) 994-3305
Fax (505) 994-3316
<http://www.rmps.net/elementa/puesta/default.htm>

G. Bryan Garcia, Principal
LaTricia Mathis, Assistant Principal

August 1, 2009

Dear Puesta Families

Welcome to another great year at Puesta! This is an exciting time in our storied history, and we are glad you are part of our family!

We look forward to having your child(ren) in our school! We firmly believe that we are prepared to provide your child with the very best educational experience. With high expectations, rigorous standards, and the use of the best teaching practices, we will provide your child with the building blocks for success.

Through a warm and inviting school environment, it is our vision that our school community will work together in every way possible to ensure that our students are prepared for a successful future. We value teamwork and see the importance of the partnership we will have with you this year. It is so important that all of us work together to help your child(ren) meet their goals. We encourage you to develop healthy habits in your home environment that will support your child(ren) this year. Here are some key priorities for this school year:

- **Read to your child** or have **your child read to you** for at least 30 minutes everyday
- Work with your child to recognize the world of mathematics around us. **Practice math facts, create fun math activities at the store, use time and money**, and teach them to **problem-solve** by having them explain what they are thinking
- Make **Perfect Attendance or Super Attendance** (5 or fewer days of absence for the school year) a **goal** to promote coming to school every day.
- Establish routines that include **timely homework completion, physical exercise, a good night's rest, a hearty breakfast, and on time arrival to school.**
- Teach and practice **listening skills, respect, and positive character traits** every day.
- **Keep in close contact** with your child's teacher and ask him/her how you can volunteer to help.

In creating a strong partnership, we will also be hosting a series of fun and informative events ranging from Open House/Meet Your Teacher Night to literacy/math/art nights and community forums. We encourage you to attend as many of these events as possible which will give you an opportunity to participate in your child's educational experience. Please read carefully the handbook that follows this letter—it includes additional information on policies and activities you should be familiar with and aware of in preparing your child(ren) for a successful school year.

We extend our best wishes to all for a wonderful school year! We look forward to seeing you as we all work to ensure that Puesta del Sol Elementary is truly a place where Eagles **SOAR!**

Sincerely,

G. Bryan Garcia
Principal

LaTricia Mathis
Assistant Principal

Puesta del Sol Parent-Teacher Association

“Help Your PTA; Help Your Child”

These are exciting times for the Puesta Del Sol PTA. For the first time in years, there is a new President and Vice-President, and a new Secretary. Fortunately, we managed to keep the same Treasurer, since she has always been a true asset to our PTA. We plan to take the PTA in a new direction, with some radical changes. A few of the new events include a “Movie Under The Stars Night” and a BINGO Night.

Membership: We will hold all our General Membership Meetings at night. Hopefully this will make it more convenient for all parents to attend. All members are encouraged to attend and take part in the decision-making for our children’s PTA. Come down and add your voice. New members are always welcome. Check the attached calendar for exact dates.

Newsletter: The PTA will start to have a monthly Newsletter. It will be sent home with your child. We will keep you informed of upcoming events and current issues involving our children’s PTA.

Popcorn and Pickles: Popcorn and Pickles are sold every Friday for 25 cents.

Canned Food Drive: The PTA sponsors an annual food drive to help families in need.

Book Fairs: The PTA has a Scholastic Book Fair two times per year. The Book Fair gives students an opportunity to purchase some of their favorite books at reasonable prices. The proceeds go directly to our children by helping Puesta’s library, as well as classroom libraries.

School Pictures: Individual pictures are offered twice per year, once in the Fall and once in the Spring. Class pictures are also offered in the Spring. Kindergarten and 5th Grade “Cap and Gown” Graduation pictures are also offered in the Spring. Check the attached calendar for exact dates.

Box Tops for Education: The PTA collects “Box Tops for Education”. The box tops are found on various food products. Please cut them out and send them to school with your child.

School Pride: The PTA offers school spirit shirts and sweatshirts that may be purchased through any PTA Board member or at all PTA functions. There is also an order form in this handbook that you can complete and give to your child’s teacher.

Yearbooks: The PTA organizes the sales of the annual yearbook. Many children enjoy purchasing these to help with the great memories of the school year.

Handbook: Along with the Puesta Del Sol Administration, the PTA helps organize and distribute the student handbooks. This handbook helps to keep you advised of all the school policies and schedules. We also include a calendar of events to help keep everyone involved and organized.

Volunteers: The PTA could not function without our wonderful volunteers. We are looking for anyone who would like to be involved in any of our committees. We appreciate any support that you can offer throughout the year. There is room for anyone to volunteer any amount of time that you have available.

Puesta PTA 2009/2010 Executive Board

| | | |
|-----------------|----------------|----------|
| President: | Kathi Bruno | 922-8605 |
| Vice-President: | BillieJo Moore | 994-0321 |
| Treasurer: | Amanda Cuccio | 480-7851 |
| Secretary: | Lynn Haverland | 463-8587 |

PTA Office: 994-3305, ext. 135

Parent/Student Handbook and Policies 2009-2010 School Year

I/We have received a copy of the 2009-2010 Parent/Student Handbook which includes information regarding:

- Compulsory School Attendance—District Policy 300
- Behavior Expectations
- School Wear Policy
- Parent or Student Notification on Disclosure of Student Information

I/We will read and review all portions of the handbook with my child that pertain to behavior expectations, consequences, buses, attendance, safety, school wear, and personal possessions.

And I/We have signed and returned the following:

- Appropriate Use Student Form (for computer use)
- Bus Contract
- Inclement Weather Plan
- Safety First-Traffic Safety Rules
- Prior Written Consent Form
- Student Insurance Form

Student's Name: _____
(Please Print)

Parent/Legal Guardian's Name: _____
(Please Print)

Parent/Legal Guardian **Signature:** _____ Date: _____

Teacher: _____ Grade: _____
(Please Print)

**PLEASE RETURN THIS DOCUMENT TO YOUR CHILD'S
TEACHER**

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Arrivals & Departures

Abbreviated School Days and Early Dismissal

In cases of emergency, usually caused by extreme weather, when the safety of the students is in jeopardy; Rio Rancho Public Schools operate on an abbreviated schedule. Under this schedule school will begin two hours later and end at the regularly scheduled time. Please refer to the following in case of inclement weather:

Pre-School—No morning classes. Afternoon classes on regular schedule.

Elementary—11:00 am—4:00 pm (even if it is a Wednesday)

Mid-schools—10:20 am-3:15 pm

SCHS/RRHS and CDNE—9:45 am- 2:30 pm

To get information about **RIO RANCHO PUBLIC SCHOOLS** 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

Do not call your child's school or the district office. No one will be there. We are all at home listening to the TV or radio to find out the same information.

If severe weather conditions materialize during the school day, the decision for early dismissal must be made by 11:30 am and will be announced on the radio and TV. School buses will complete the "Three Tiered" bus schedule beginning with the high school, then middle schools, and concluding with the elementary schools. Families must have alternate arrangements for their children in this event, and have a current inclement weather form on file in the office.

Bus students will go home on the bus and the walkers will walk home. Be sure that someone is there for your child to let him or her in out of the cold. Many of you work in Albuquerque or Santa Fe and **will not be able to pick your child up as usual. As a family, plan where your child is to go, and what neighbors or other family members will take care of your child and let the school know in writing.**

Daily Schedule

8:45 AM Loading Zones Gates Open
8:45 AM Teachers on Duty on playground, bus zone, and loading zones
8:57 AM First Bell- Students Line Up
9:00 AM Tardy Bell
12:45 PM Wednesday Dismissal
4:00 PM Monday/Tuesday/Thursday/Friday Dismissal

Drop Off & Pick Up Zones

It is important to follow the school drop off and pick up rules for our school to ensure the safety of ALL STUDENTS. Please exercise caution and patience while driving in school zones, and follow the Safety First Expectations.

If you have an appointment with a staff member or are volunteering in the school, remember to park in the parking lot on the west side of the school. Please do not park in the bus loading zone, the pick-up/drop off area, or along the sides of the roads.

ZONE 1 CARS PICKING UP/DROPPING OFF STUDENTS – yellow curbside only-no parking allowed.

ZONE 2 DIRT PARKING LOT

ZONE 3 BUS RIDERS K-5

ZONE 4 PARENT PICK-UPS/WALKERS-- only students that live in the immediate area, or go to a baby sitter in the immediate area. Also a meeting place for parents who wish to park in a designated parking area and come to pick up their child.

*See Appendix A

SAFETY FIRST!!!
Expectations for the Drop-off/Pick-up Zones

Please help us to keep **ALL OF OUR CHILDREN SAFE** by following these guidelines in our Student Loading Zones where you drop-off and pick-up your children:

- **Be patient.**
- **Follow the above zone information.**
- **Visit our school at other times of the day.** This is a heavy traffic time.
- **DO NOT PARK YOUR CAR.** Please keep the engine running and remain in your vehicle. If you need to park, please do so in the parking lot on the west side of the school.
- If you are the lead vehicle, please drive up to the furthest point forward in the loading zone. (If you are behind another car, please pull up closely to the vehicle in front of you.
- Stop and load or unload only on the sidewalk side of the loading zone. Duty staff will guide your children to your vehicle. Please pull as close to the curb as possible.
- After you either drop off or pick up your own child, please **MAINTAIN A 5MPH SPEED LIMIT AND DRIVE CAREFULLY AROUND THE VEHICLES THAT ARE STILL IN LINE.** This is a loading zone for children.
- **DO NOT LET YOUR CHILDREN EXIT OR ENTER THE LEFT SIDE OF YOUR VEHICLE. IT IS A SAFETY HAZARD.**
- Watch the crossing guards. Remind students to cross the street only at the designated crosswalks. **Stepping between cars is absolutely impermissible, even with an adult.** Remember, students learn best by watching what adults model.
- Fire lanes must be observed. The fire lanes are along the red curb in front of the main building. Fire zones must be kept clear for emergency vehicles at all times.
- Traffic in the drive-through and parking lot is one way.
- **It is NEVER permitted to drive in reverse in the drive-through or parking lot (except when backing from parking space).**
- **Follow the entrance and exit arrows and do not block the busses.**
- **There are designated areas and driveways for busses on the side of the school.**

In order to improve the traffic problem in the front of the building, students who are eligible to take the bus are encouraged to do so.

The parking lot IS NOT TO be utilized for drop-offs and pick-ups. For the safety of all, drop-offs and pick-ups should be in your child's designated student loading zone.

Older Siblings Picking Up Children from School

Middle school and high school students are **NOT ALLOWED ON THE CAMPUS** unless given prior permission by the administration of PDSE for the sole purpose of picking up a younger sibling. While waiting for siblings they must display respectful and appropriate behavior. Offenders will be warned one time then will be reported to DPS. Charges will be pressed against middle school and high school students who violate this rule. They should never have any of the items described under *PERSONAL POSSESSIONS* on our campus. These items will be confiscated and a parent will be required to pick them up within 48 hours. Items that are not picked up will be donated to a charity or discarded.

Supervision of Students

Supervision of students begins at 8:45 AM and ends at 4:10 PM. No staff member is monitoring students prior to or after that time. If your child begins to accumulate 3 or more early arrivals or late pick-ups, you will receive notice from the principal. Allowing your child to be unsupervised before and after school hours is dangerous and constitutes neglect. **Please be aware that in severe cases when attempts to remediate the issue have been made and a resolution unsuccessful, PDSE may contact CYFD to report the neglect.**

Art, Music, and Physical Education Programs

Puesta del Sol Elementary has excellent art, music and physical education programs. It is expected that all children will participate in the weekly classes and performances as part of their grade. Athletic shoes are required for P.E. Some performances involve evenings and your child is expected to participate. If this is impossible, you must contact the art, music or P.E. teacher and obtain an alternate assignment to complete the grade.

Attendance

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. You must make every effort to get your child to school on time everyday.

Compulsory School Attendance

Please see District Policy 300, Appendix B.

If an absence is an excused absence, a student shall be given a reasonable time by his or her teacher within which to make up the work the student missed during the absence. **A student with an unexcused absence is required to make up the work missed within one week or will not receive a grade.** All students are expected to make up work that is missed due to excused or unexcused absences.

- If a student is absent for all or part of three (3) successive school days during which time his or her parent has not contacted the school and given an appropriate reason for the absence as required by Section C.1, the principal or his or her designee, shall, by the end of the school day, of the first day following the three day period, contact the parent by telephone or in person to give notice of the student's absence and to determine and document the reason for the absence.
- If a student accumulates three (3) unexcused absences during a twenty-day period, the school principal, or his or her designee, shall notify the parent in writing to schedule a telephonic or in person meeting. The purpose of the meeting is to develop a written plan to prevent additional unexcused absences.
- If a student has accumulated the equivalent of five (5) unexcused absences within any twenty (20) day period, the Probation Services Office and parent shall be advised the student is considered a truant. The student's truancy shall also be reported to the Public Education Department as provided by regulation of that Department.
- If any student has accumulated the equivalent of ten or more unexcused absences within a school year, the parent shall be given written notice and notification will be made to Probation Services Office and the Public Education Department.

If a parent fails to arrange or attend a meeting within ten (10) days following written notice that the student has been determined to be an habitual truant, the Principal shall provide the Probation Services Office with written notification of such failure and shall cooperate with the Probation Services Office in any subsequent determination as to whether the parent has knowingly allowed the student to continue to violate the Law. **We offer incentive programs for students having perfect attendance!**

Early Pick-up

A child is not permitted to leave the school grounds before regular dismissal without parent/guardians checking them out, in person, through the office. Any person requesting to check out a student will be asked to present a form of identification and must be listed on the enrollment card to ensure safety. Parents are to come directly to the office, sign the child out, and the child will be called from the classroom at that time. Parents are not to go directly to the classroom. Try to schedule doctor and dentist appointments after 4:00 PM or on Wednesday afternoons after 12:45 PM if possible. **No one may check your child out of school unless they are listed on the registration card.** Phone calls are not acceptable except in emergency situations, and then only when we also receive a signed, faxed note from the parent or guardian. Students will not be released after 3:30 PM without permission of administration or designee. Valuable information is given out at the end of the day. Calling a child out of class disrupts his/her learning and the learning of other children in the class.

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. Of course emergencies will come up and messages will be delivered. We just ask that this be the exception and not the rule. Thank you for your cooperation.

Safe Arrival

If your child will be absent, please call the Attendance Line 994-3305 menu #1 before 9:30 AM on the day of the absence and leave the following information:

- Name of child and reason for absence
- Your name & relationship
- Teacher's Name

A Safety telephone call will be made to check on any child counted absent with no prior parent phone message or contact.

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. In the event of a tardy arrival, a **parent or guardian must bring the child(ren) to the office and sign in** so they may receive a tardy slip. **Do not drop children off and let them walk in unsupervised.** The safety of all children is very important to us. Three unexcused tardies will result in a minor pink slip and may result in making up missed time during recess.

Before and After School Programs

PDSE offers the SAFE before and after school program as an affordable service on our campus for working parents from 7:00—8:45 AM and from 4:00—6:00 PM, Monday through Friday (Wednesday 12:45—6:00 PM). For more information please request a brochure from the front office.

Behavior Expectations

Learning and teaching occur best in school climates that are positive, orderly, courteous, and safe. The goal at PDSE is to help children to learn to be responsible for their actions as they practice skills that support their success. Components of our school plan include clearly stated rules, logical consequences for inappropriate choices and recognition of positive behavior. In an effort to accomplish this goal, we have developed school-wide behavior expectations grid, a positive behavior support reward plan, and a progressive discipline guideline. We will teach the expectations and criteria on the following two pages at school. We ask for your support in familiarizing your child(ren) with them at home.

How we SOAR at Puesta del Sol!

| Behavior | Expectations |
|------------------------------------|---|
| <u>S</u> afe | Keep hands, feet and objects to self Walk to your destination Enter and Exit in an orderly manner Be aware of your surroundings |
| <u>O</u> n time and ready to learn | Arrive on time Come with all supplies Listen to and follow directions Keep area clean |
| <u>A</u> chieving | Self-Directed Collaborate Do your best Focus on learning Think! Listen for next instruction Ask questions |
| <u>R</u> espectful and responsible | Care for your environment Listen when being spoken to Own your choices and accept your consequences Do what you are supposed to do Include others Take proper care of all personal belongings and school equipment |

Puesta del Sol Elementary: School-wide Expectations

| Location | Safe | On time and Ready to Learn | Achieving | Respectful and Responsible |
|---------------------------------------|--|---|--|---|
| Main Building | <ul style="list-style-type: none"> ▪ Walk facing forward ▪ Keep hands, feet, and objects to self ▪ Enter and Exit in an orderly manner ▪ Hold the door for the person behind you | <ul style="list-style-type: none"> ▪ Be where you are supposed to be | <ul style="list-style-type: none"> ▪ Be Self-Directed | <ul style="list-style-type: none"> ▪ Use soft voices ▪ Use kind words ▪ Follow directions |
| Bathrooms | <ul style="list-style-type: none"> ▪ Keep feet on the floor ▪ Keep water in the proper place ▪ Wash and dry hands | <ul style="list-style-type: none"> ▪ Return to class promptly ▪ Sign out or use bathroom pass | <ul style="list-style-type: none"> ▪ Keep area clean | <ul style="list-style-type: none"> ▪ Flush the toilet ▪ Give people privacy ▪ Knock on stall door before entering ▪ Report problems to a staff member ▪ Leave supplies in the classroom |
| Bus Lines | <ul style="list-style-type: none"> ▪ Walk to your destination ▪ Keep hands, feet, and objects to self ▪ Stand on the black line and face the bus number | <ul style="list-style-type: none"> ▪ Walk quickly and quietly onto the bus | | <ul style="list-style-type: none"> ▪ Greet bus driver in a positive manner ▪ Use kind words and language ▪ Respect others ▪ Take care of property ▪ Use soft voices when waiting in line |
| Cafeteria | <ul style="list-style-type: none"> ▪ Follow staff instructions ▪ Use soft voices ▪ Enter and exit in a straight line, nose and toes forward ▪ Keep hands, feet, and objects to yourself | <ul style="list-style-type: none"> ▪ When your lunch is finished, raise your hand and wait to be dismissed ▪ Dump trays and walk to recess ▪ Use time wisely | <ul style="list-style-type: none"> ▪ Choose and eat healthy foods | <ul style="list-style-type: none"> ▪ Wait in line patiently ▪ Voices off from cafeteria doors to table ▪ Eat what you take ▪ Use soft voices to speak to your neighbors ▪ Pick up your own trash ▪ Place unopened food or drinks in the lunch bin |
| Sidewalk/ Concrete Areas | <ul style="list-style-type: none"> ▪ Walk when on sidewalks and concrete ▪ Allow complete groups to pass ▪ Stay to the right | <ul style="list-style-type: none"> ▪ Walk directly to your destination | | <ul style="list-style-type: none"> ▪ Use soft voices ▪ Stay with your group |
| Playground/ Recess | <ul style="list-style-type: none"> ▪ Use Main Building bathrooms ▪ Follow rules for games/equipment ▪ Walk to and from the playground ▪ Be aware of activities and people around you ▪ What's on the ground STAYS on the ground | <ul style="list-style-type: none"> ▪ Return to class immediately when whistle blows | <ul style="list-style-type: none"> ▪ Try to see both sides and solve problems ▪ Make new friends ▪ Keep food and drinks off of the playground | <ul style="list-style-type: none"> ▪ Report injuries or inappropriate behavior to a staff member ▪ Be polite and use kind words ▪ Include everyone ▪ No play or real fighting |
| Assemblies/ Special Events | <ul style="list-style-type: none"> ▪ Keep hands, feet and objects to yourself ▪ Enter and Exit in a single-file line ▪ Follow directions when entering ▪ Exit beginning with the back row | | <ul style="list-style-type: none"> ▪ Be attentive ▪ Learn something new | <ul style="list-style-type: none"> ▪ Enter with voices off ▪ Sit quietly during presentations ▪ Sit on bottom ▪ Listen respectfully ▪ Applaud appropriately |

| | | | | |
|--------------------------------|--|---|--|--|
| Field Trips | <ul style="list-style-type: none"> ▪ Follow all bus rules ▪ Follow all SOAR expectations ▪ Stay with assigned adult throughout field trip ▪ Never talk to strangers | <ul style="list-style-type: none"> ▪ Be where you are supposed to be | <ul style="list-style-type: none"> ▪ Look for opportunities to learn | <ul style="list-style-type: none"> ▪ Be a positive representative for Puerta ▪ Be responsible for your belongings ▪ Respect property ▪ Clean up after yourself |
| Riding the Bus | <ul style="list-style-type: none"> ▪ Keep hands, feet, and objects to yourself ▪ Keep all body parts inside windows ▪ Follow bus driver's directions ▪ Remain seated while the bus is moving | <ul style="list-style-type: none"> ▪ Walk promptly to class | | <ul style="list-style-type: none"> ▪ Use kind words ▪ Use soft voice ▪ Take care of personal belongings ▪ Respect others' property ▪ Keep bus clean |
| Drop-off/ Pick-up | <ul style="list-style-type: none"> ▪ Keep hands, feet, and objects to yourself ▪ Use crosswalk ▪ Cross with an adult ▪ Stand away from curb while waiting ▪ Enter/exit car only when car is in designated lane ▪ Enter and exit car through passenger side doors | <ul style="list-style-type: none"> ▪ Walk promptly to your destination | | <ul style="list-style-type: none"> ▪ Listen to staff members on duty and follow directions ▪ Stand on sidewalk while waiting for pick-up ▪ Be patient |
| Arrival/ Dismissal | <ul style="list-style-type: none"> ▪ Follow adult directions ▪ Stay in areas that are supervised by adults | <ul style="list-style-type: none"> ▪ Walk straight to your destination when the bell rings ▪ Leave on time ▪ If you eat breakfast, go to the cafeteria first | | <ul style="list-style-type: none"> ▪ Use kind words and actions ▪ Clean up after yourself |
| Pod Areas | <ul style="list-style-type: none"> ▪ Hold the door for the person behind you ▪ Enter and Exit on the right ▪ Keep hands and feet to yourself | <ul style="list-style-type: none"> ▪ Be where you are supposed to be | <ul style="list-style-type: none"> ▪ Stay on task when working in the pod area | <ul style="list-style-type: none"> ▪ Respect other learners by working quietly ▪ Enter and exit pod areas quietly ▪ Use soft voices ▪ Respect others' property ▪ Follow SOAR bathroom expectations |
| Safety Drills | <ul style="list-style-type: none"> ▪ Follow evacuation route ▪ Listen to and follow adult directions ▪ Keep hands and feet to yourself ▪ Voices off ▪ What is on the ground STAYS on the ground | <ul style="list-style-type: none"> ▪ Walk quickly with your group | <ul style="list-style-type: none"> ▪ Remain silent and alert while waiting for instructions | <ul style="list-style-type: none"> ▪ Listen to and follow adult directions ▪ Stay in a straight line, nose and toes forward ▪ Respond promptly when your name is called |
| Line Behavior | <ul style="list-style-type: none"> ▪ Stay in a straight line, nose and toes facing forward ▪ Stay to the right ▪ Hold door for the person behind you ▪ Keep hands, feet, and objects to yourself | <ul style="list-style-type: none"> ▪ Walk directly to destination | | <ul style="list-style-type: none"> ▪ Allow complete groups to pass ▪ Wait patiently ▪ Use soft voices to speak to your neighbor ▪ Respect all learning environments |
| Pull-outs/ Specials | <ul style="list-style-type: none"> ▪ Follow the directions of the adult in charge | <ul style="list-style-type: none"> ▪ Arrive at pull-out on time ▪ Return to class on time | <ul style="list-style-type: none"> ▪ Stay on-task ▪ Focus on learning | <ul style="list-style-type: none"> ▪ Use kind words and actions |

Positive Behavior Support Rewards:

The vast majority of our students are well-behaved and appropriate daily. They use the SOAR guidelines, and deserve to be rewarded. Others are still learning in these areas and need a little encouragement. Our PBS rewards are geared to benefit all of these students.

PBS Eagles: Students and their parents may earn I-Spy tickets for positive behavior in any of the grid areas. These coupons are collected by the student throughout the school year and will earn points towards Eagle Medallions and additional rewards.

PBS Assemblies: Each quarter the school will sponsor a very fun assembly such as a storyteller, mariachis, DJ-dance, etc. These assemblies are geared to reward students with positive behavior for the quarter. Students must meet criteria for that quarter. **Each quarter starts anew.** Please note the following PBS criteria:

- Students must display respectful, responsible, and safe behavior in all school settings. Students who receive **1** administrative referral for a **major** offense or **3** classroom referrals for **minor** offenses will not be allowed to attend the assembly for that quarter. Alternate school activities will be provided.
- Students must display appropriate academic effort and responsibility based on the PBS grid and teacher expectations for that quarter.
- Students must display effort in attending school and being on time. Students with **3** or more unexcused tardies or absences will be excluded from the assembly for that quarter.
- A student with a behavioral contract or behavioral plan will follow those guidelines in relation to attending the assembly for that quarter.

**Dangerous, serious behavior that results in immediate office referral and possible short/long term suspension will result in loss of assembly privilege for that quarter. A school administrator will make final decisions related to such offenses.*

Progressive Discipline Guidelines:

Staff Referral form:

Can be filled out by any staff member, on duty or otherwise, who sees an infraction by a student that should be corrected/reported. Temporary discipline may also be administered by the staff member filling out the referral (such as a duty person) and noted on the form. This document then goes to the student's regular classroom teacher *only*. The classroom teacher will then look at the referral and any discipline which may have been temporarily assigned, and then make a professional decision based on the infraction and knowledge of the student on whether or not the temporary discipline was sufficient or whether the referral should generate an additional Teacher referral process.

Classroom Teacher Referral form:

Once a student commits an infraction of rules/procedures/policy that the classroom teacher feels should be documented and a consequence assigned, this form will be filled out. Please note that this form must be filled out *as infractions occur, not retroactively*. Also note that on the first incident, sending a copy of the infraction home to be signed and returned is sufficient, but on the second incident parent phone contact must be made the same day of the incident. This helps keep parents informed. Again a copy must be sent home to be signed and returned. Same process for the third referral. Please note that at each step, in addition to a consequence, staff interventions must be put in place as well to assist the student in redirecting the behavior in the future. As incidents increase, so do the level of interventions/consequences. Upon the third incident, teachers may assign in-school suspension (ISS). To do this, teachers should pair up and utilize each other's classes as the ISS location. ISS assignments will be held in a same grade level classroom for instructional purposes. Upon a fourth incident, with documented parent contacts and interventions having taken place, the teacher may then take the student to the office for an administrative referral. The teacher must meet with the student and administrator briefly to convey what the incident is, and then the administrator investigates the incident and assigns consequences. Please note that when a student is sent to the office and prior contacts and interventions have been initiated, an out-of-school (OSS) suspension is likely.

If a student violates a rules/procedure/policy that is a “Level III”, the referring staff member will take the student immediately to the office for administrator investigation and assignation of consequences/interventions, which will include OSS.

*Please see RRPS Elementary Discipline Matrix, Appendix

**Dangerous, serious behavior will result in immediate office referral and possible short/long term suspension. A school administrator will make final decisions related to such offenses.*

Internet Use Policy

Puesta del Sol 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 Appropriate Use Policy 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:

- warning given, parents notified
- access to the Internet denied for the remainder of the year.

Substance Abuse Policy

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 prohibits students from using, possessing, distributing or trafficking 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.

Weapons Policy

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 schools.

Our school policy is simple:

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

Our school prohibits weapons because:

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

Bicycle/Scooter/Skates Safety

BICYCLE/SCOOTER SAFETY

SKATEBOARDS/ROLLER BLADES-SKATES/IN-LINE SKATES/HEELYS

Skateboards/Roller Blades-Skates/In-Line Skates/Heelys are never allowed on campus, and will be confiscated. Children are permitted to ride bicycles/scooters to school, but **not on the campus**. To ensure their safety, the following rules must be followed. Please discuss them with your child.

- Bicycles are to be parked in the racks. Bicycles are not allowed elsewhere on the school grounds at any time. Park properly and always lock your bicycle. Do not share a lock with another student. The school assumes NO liability for any bicycle at any time. We strongly encourage students to wear helmets while biking.

A bicycle/scooter is not a toy. It is a vehicle! Head injuries are the most serious injury type and the most common cause of death among bicyclists. More than half of all bicyclist deaths occur to school age youth (ages 5-17). PDSE emphasizes the following bicycle safety tips for parents and students (extracted from: Prevent Bicycle Accidents flyer produced by the U.S. Department of Transportation, National Highway Traffic Safety Administration):

- **All students riding bicycles should wear an approved bike helmet.** An approved helmet has a sticker inside certifying the helmet meets standards of the Snell Memorial Foundation and/or the American National Standards Institute.
- To help **ensure the helmet is worn every time the student rides,** let the student help pick out the helmet. If the parent is a rider, they should also wear a helmet to set a good example. Parents should also encourage their student's friends to wear helmets.
- Make certain that **the bike is the right size for the student, safely maintained, and has reflectors.**
- **Students under age nine should not ride their bikes in the street.** They are not able to identify and adjust to the many dangerous traffic situations.
- Teach students to always **stop and look left right left before entering the road.** This is a good pedestrian safety practice, too, for crossing the street.
- If a bicyclist rides in the road, the cyclist must obey traffic laws that apply to motor vehicle operators. **Instruct students on the bicycle rules of the road.** Bicyclists should ride single file on the right side and signal their intentions to other road users.

Never allow students to ride at night or with audio headphones. Stress the need to ride alert since most drivers do not see riders.

Birthdays

We love our students and are eager to be a part of their day's celebration. Your child will be recognized over the announcements on the day of his/her birthday, or the date closest to it if school is not in session. He/She will receive a birthday pencil. This is a really big thrill for students. In class students are recognized in special ways such as a song, stickers, certificates, etc. School is a learning environment, however, and parties are not appropriate. **Many children have food, plant, and latex allergies.** We strongly encourage that all snacks and treats brought to school are nutritious. **Please note that floral or balloon arrangements are not appropriate at school and cannot be delivered to classrooms.** Please help us keep our learning environment productive. Please see appendix for the district nutrition policy.

Bullying

Hazing/Harassment/Intimidation/Bullying/Menacing are very serious behaviors and are dealt with in a serious manner. For more information please see District Policy 338 on the district website-rrps.net or speak to an administrator at our school.

*See Appendix

Bus Transportation

Transportation by school bus is a privilege and an extension of the school day. Your child's safety on the bus is essential. All students are required to have a bus contract on file whether they ride the bus on a daily basis or not, since they will need to be aware of and follow the bus rules during field trips and special events.

It is the responsibility of the school bus driver to enforce all rules governing the conduct of students on the school bus. The driver shall report student noncompliance with these rules to the principal/designee in accordance with local school district policy.

The following plan is used as a guide for all school sites:

1st Offense – First warning to student regarding loss of riding privileges with continued offenses, with a report sent to the parents/guardians.

2nd Offense – Disciplinary action will be taken at the discretion of the principal, depending on the seriousness of the infraction. A report sent to the parents/guardians.

3rd Offense - Five day minimum suspension of riding privileges. The actual length of the suspension would depend on the seriousness of the infraction. A report sent to the parents/guardians.

Serious behaviors will likely result in immediate suspension of transportation privileges. These may include but are not limited to:

- Physical harm to self or any student
- Possession and/or use of drugs
- Possession and/or use of weapons
- Physical harm to the driver
- Physical damage to the bus
- Disrespectful behavior
- Objects thrown from the bus

In addition to the suspension of transportation privileges, legal action against the student and or parents/guardians may be taken.

Please refer to the RRPS Transportation Handbook.

Cafeteria and Food Services

The cafeteria is open in the morning at 8:45 for breakfast. If your child chooses to eat breakfast/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.** If you prefer you may pay on line at rrpcs.net. This saves time and helps with our bookkeeping procedures.

Prices as of printing date are:

| | Regular | Reduced | |
|-------------------|---------|---------|----------------------------------|
| Breakfast | \$0.75 | \$0.30 | Adult Visitor Breakfast - \$1.25 |
| Lunch | \$1.85 | \$0.40 | Adult Visitor Lunch - \$2.75 |
| Milk | \$0.35 | | |
| Bottled Water | \$0.40 | | Additional Adult Entrée - \$1.25 |
| Juice | \$0.30 | | |
| Additional Entrée | \$1.00 | | |

In order for your child to become eligible for reduced or free lunch, a form must be filled out and approved by the cafeteria manager each school year. 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.

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 learn to make the correct decisions on the playground, in class, and in the school.

Electronic Devices

Please see District Policy 370 – Appendix

EMERGENCIES

In the event of serious injury or illness, the Emergency Medical System, (Rio Rancho Department of Public Safety-911) may be called at the discretion of school personnel. There may be charges for response and/or transport to a medical facility. It is understood that the parent/guardian will be responsible for any charges. The Rio Rancho Public School System will not be held responsible for any fees incurred. **Fill out Emergency Cards completely!** The Emergency Card on file in the school office lists whom you want contacted in case of an emergency. **It is required that parent or guardian provide at least one other emergency contact.** School staff will follow the parents' directions as far as it is possible to do so. **If no alternate contact is given, school personnel may contact DPS and/or Children Youth and Families.**

Field Trips

Field trips can provide an excellent educational experience for students. The District does require prior approval of all field trips. Students may not participate in a field trip unless a parent permission form has been signed by the parent/guardian and returned to the school. Due to the legal implications involving liability, oral permission over the phone is not an acceptable substitute for the signed parent permission form. Frequently, when classrooms take field trips, parents are invited to accompany the class, helping the teacher supervise the students. The District Transportation Office, because of insurance reasons, does not allow younger, non-school age children to ride the bus on field trips.

Homework Guidelines

| Category | Guidelines |
|------------------------------|--|
| Definition | Homework is defined as tasks assigned to be completed outside of school hours that serve to extend or reinforce concepts taught in the classroom. |
| Purposes for homework | <ol style="list-style-type: none">1. To foster good study habits and time management skills;2. To reinforce skills which have been introduced in the classroom; and3. To provide teachers, students, and parents feedback about students' understanding of concepts. |
| Time guidelines | <p>The time guidelines provided indicate the length of time an average student should spend on homework.</p> <p><u>Kindergarten</u>: A maximum of 15 minutes per night inclusive of nightly reading with parents, or not to exceed 60 minutes per week.</p> <p><u>First Grade</u>: A maximum of 15 minutes per night inclusive of nightly reading, or not to exceed 60 minutes per week.</p> <p><u>Second Grade</u>: A maximum of 20 minutes per night inclusive of nightly reading, or not to exceed 80 minutes per week.</p> <p><u>Third Grade</u>: A maximum of 35 minutes per night inclusive of nightly reading, or not to exceed 140 minutes per week.</p> <p><u>Fourth Grade</u>: A maximum of 40 minutes per night inclusive of nightly reading, or not to exceed 160 minutes per week.</p> <p><u>Fifth Grade</u>: A maximum of 45 minutes per night inclusive of nightly reading,</p> |

| | |
|---|---|
| | or not to exceed 180 minutes per week. |
| Differentiation and student input on assignments | Homework should be modified, if necessary, based on students' needs (e.g., quantity and difficulty). Student input on some assignments is encouraged. Examples may include research topics and format of presentation. |
| Communication between home and school | Homework expectations should be communicated with students, parents, and teachers through various media (e.g., agendas, school websites, newsletters, curriculum night) at the beginning of the school year and reinforced throughout the year. Parents should talk with teachers if assignments seem to cause students continuing problems. It is expected that teachers and parents will keep open communication regarding homework concerns and student performance. |
| Role of parents | Parents should encourage their child and offer suggestions, but they should insist that the student do his/her own work as able. (Exception: Nightly reading before the student has developed independent reading skills) |
| Procedures if parents have concerns | When parents have a concern about homework, they should contact the child's teacher. If concerns are not adequately resolved by the teacher, the next step is to speak with a school administrator. |
| Effect of homework on grade | For students in grades K-2, homework should not influence any certain subject grade. However, it should be monitored for study skills performance. For students in grades 3-5, homework may be included in subject grades in addition to being monitored for study skills performance. However, homework should not have a weight greater than 10% in the overall subject grade. Positive reinforcements will be used to motivate students' homework completion. Systems of support should be developed for students who consistently fail to turn in homework. |

Learning Compacts/Academic Intervention Plans (AIPs)

Students are most successful when parents, teachers, and students all work together. Learning is best when it happens at home and at school. Parents, teachers, and students must share ideas, progress, and academic needs. Our school compact lists your goals for your student and expectations of the teachers, parents, student, and administration to make sure that learning is maximized, as well as ensuring that federal Title I requirements for school improvement are being met.

Lost and Found

Lost items are to be turned into the Lost and Found in the main hallway outside the nurse's office. Smaller valuable items are turned into the office. Students are encouraged to check for all lost items. Parents are reminded that a child's name needs to be in every personal item brought to school. Please put names in your child's jackets, sweatshirts, sweaters, lunch boxes, etc. so we can get those items to your child. All clothing items are **cleaned out every 9 weeks and donated** to local organizations. Items containing food products will be tossed weekly on Wednesday after school.

Newsletters

School-wide Newsletter

The school newsletter, THE SOARing Eagle, is published and sent home monthly with your 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.

Classroom Newsletters

Teachers will send home monthly or weekly newsletters as well. All information may also be accessed on our website: www.rtps.net then click PDSE.

Parent and Community Support

Puesta del Sol is fortunate to have a very active Parent Teacher Association to assist students, families, and staff in reaching their goals. For more information and contact number, please refer to the PTA letter at the beginning of this handbook.

In addition, PDSE is also supported by the School Leadership Council (SLC)/ Advisory Council Both the SLC and the School Advisory Council are decision-making bodies for the school. Members on the councils will represent the various constituencies in the school. The council meetings are always open and teachers, parents and community members are welcome to attend. Call the office at 994-3305 to find out times and location.

Personal Possessions

Please encourage your children to leave their personal possessions/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. Staff members will confiscate items that are brought to school, and parents will need to pick them up in person within 48 hours. **The school is not responsible for lost or stolen items.**

The following are some but not all of the items that students may not use at school: **electronic items of any kind** to include, but not limited to cell phones, cell video phones, video machines, CDs, CD players, electronic games, videos, radios, MP3 Players, pagers, Walkmans, headphones, laser pointers, cameras; as well as weapons or look alike weapons, squirt guns, chains, trading cards, permanent marking pens, footballs, valuable objects, matches, lighters, cigarettes/tobacco, illegal or unauthorized drugs, and any items that are dangerous to the health and safety of other children or adults on our campus . All prescription and OTC-Over the Counter medication must be taken to the Nurse's Office. Skateboards, roller blades/skates, in-line skates, Heelys are not permitted.

Any student searches for contraband materials will be done in accordance with district policy. State law allows students, personal property (bags, backpacks, purses, etc.) to be searched based on reasonable suspicion that a student is in possession of illegal or unauthorized materials. Parents/guardians will be notified that the search was done, the reasons, and results of the search.

The school is not responsible for confiscated materials. All items confiscated throughout the year must be picked up no later than 48 hours of notification. Any item not picked up will be donated to charities or discarded. Confiscated weapons, look alike weapons, and illegal drugs/ tobacco will not be returned to parents/guardians. District policy and state law will be followed in reporting these items.

Pets On Campus

Schools are for people. Even the most wonderful pets can pose a threat to students. They may bite, scratch, or cause severe allergic reactions. Pets are NOT allowed on campus for any reason. Thank you for helping to keep our students safe and healthy.

Phone Numbers

| | | | | |
|-----------------------------|------------|---|-----------------|-----|
| Puesta del Sol Elementary: | 994-3305 | | | |
| PDSE FAX: | 994-3316 | | | |
| Menu Selections: | Attendance | 1 | Site Specialist | 5 |
| | Nurse | 2 | Library | 6 |
| | Cafeteria | 3 | Office | 0 |
| | Counselor | 4 | PTA | 135 |
| RRPS—District Office: | 896-0667 | | | |
| RRPS—District Office FAX: | 896-0662 | | | |
| RRPS Transportation Office: | 338-0078 | | | |

(All contact info available on our website: www.rpps.net Click on PDSE).

Recess

All grade levels have a daily scheduled recess. Help your child plan for outdoor time by dressing him/her appropriately for the weather. Children who are ill should stay home until they are able to play outside or have a written excuse from the doctor. During inclement weather, children will have recess indoors. Children must have a doctor's note if they are to stay in from any outdoor activity or physical education.

Report Cards & Parent 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 discussing his/her academic success with you, so please plan to attend. Academic progress reports will be sent home every 4 ½ weeks.

Security and Visitors

Sign-In/Visitor Badge

Puesta del Sol Elementary School pledges to make every effort to ensure the safety of our students. Therefore, all persons entering the campus, who are not school staff, are considered either visitors or volunteers. **All visitors or volunteers** at the school are required to check in at the office, and wear a visitor badge as identification.

- Visitors/Volunteers are to report to the office upon entering the campus, sign-in, and exchange keys or drivers license for a “**Visitor**” badge. This badge must be worn while on campus and turned in at the end of the visit when you sign out and receive the exchanged keys or driver’s license.

All school staff will wear identifying badges during the duty day 8:40 AM to 4:10 PM.

School Wear Policy

Rio Rancho Public Schools does a School Wear Policy in place. Please see Appendix for a copy of Policy 349.

Families in need of School Wear assistance can contact our school counselor at 994-3305 #308.

Note: Children may normally wear shorts from April 1st through November 1st.

Student Educational Records

Questions regarding educational records should be directed to the principal of the school the student is attending. Please see the district website (rps.net) for School Board Policies for information regarding access to student records.

Student Health

Health Office

Our Health Office is staffed by a registered nurse and a 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, parents will be contacted to come and pick up your child. Students are not permitted to remain at school if they have diarrhea, fever, rash, or are vomiting. The Health Office keeps an emergency card on file. **It is the responsibility of the parent to keep all home and work phone numbers updated by calling the office when there are changes.** The Health Office has a nurse on duty during school hours. While she is qualified to handle minor emergencies (cuts, bruises, etc.), she is not qualified to make medical judgments. She can, however, make recommendations to parents based on her experiences. **PLEASE DO NOT ASK HER TO DIAGNOSE YOUR CHILD.**

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), Varicella (Chicken Pox), 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.

Medication

Signed forms are required for a child to receive prescription or over-the-counter medicine at school. Your child's doctor must sign the form for prescription drugs and a parent must sign the form for over-the-counter drugs. These forms are available in the Health Office.

For Prescription Medications:

1. An authorization form to administer medication must be signed by the physician or Nurse practitioner and parent/guardian annually.

2. The New Mexico Nurse Practice act governs the administration of medication by registered Nurses and Licensed Practical Nurses, and must be followed.
3. Signed medication authorization forms must be reviewed by the licensed school Nurse. The school Nurse must be advised by the parent when medication or dosage is changed and when medication is discontinued.
4. The container must be labeled by the pharmacy with the name of the medication, the strength, current dosage, scheduled administration, the name of the student and the name of the physician or Nurse practitioner.

For Non-Prescription Medication: Non Prescription medications will be kept in the health office, if requested and supplied by the parent. A written parental request stating the name of the medication, amount to be given, time to be given, reason for medication and permission for the child to take the medication must be supplied. Medication must be supplied in the original container for the safety of the student.

Student 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.

Student Placement and Class Change Policy

The goal of Puesta del Sol Elementary is to provide the best learning environment possible for your children. Many hours are spent carefully placing students into classes. This is done by teachers with input from the site specialist, support staff, administration, and the form available upon request for parents to fill out in the spring. Finally, teachers are 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 may discuss any concerns with the principal. The following is a list of the criteria we use:

- Equity in classrooms with gender, academic ability, special needs, and behavior considerations.
- Separating children who do not get along.
- Class programs such as inclusion, bilingual/ELL, teaching style, etc.
- Parent input sent to the administration in writing in the spring of each year.

In the event that you have concerns about your child's placement, a procedure has been established.

Please review the following guidelines:

- No student will change classes within the first three weeks of school.
- No changes in class placement will be made until parents and classroom teacher have conferences at least three times to address the concerns of parent and/or teacher.
- Parents and classroom teacher must agree another placement is what is best for the student. Please note that in that event, placement will be determined by administration, neither parents nor staff may request transfer to a specific teacher.

Request a conference with the principal at this time to determine:

- If a change should be made.
- If the Student Assistance Team needs to help with strategies.

Appendix

RRPS Elementary Discipline Matrix Progressive Discipline (P.D.)

When it is necessary to impose discipline, school administrators and teachers will follow a progressive discipline process. The degree of discipline to be imposed by school officials will be in proportion to the severity of the behavior of a particular student and will take into account the student's discipline history, the age of the student and other relevant factors.

The following elementary school code of conduct has been adopted to protect and foster respect for the rights of RRPS elementary students and staff. Infractions of this Code of Conduct are grouped into three levels based on the severity of the infraction, and each violation of the code may have from one to three levels of consequences. Additional violations of 4 or more will be addressed according to the guidelines set below in the Additional Consequences after Level I and Level II matrix area.

These represent the recommended guidelines in the disposition of discipline situations for the elementary school. Therefore, depending on the circumstances of the behavior or education status of the student, responses may vary from situation to situation.

In all cases administrative discretion will be exercised.

| Level I | | | |
|--|---|---|--|
| Behavior | 1st Offense | 2nd Offense | 3rd Offense |
| Behavioral disruption (Profanity, rudeness, acting disrespectfully, dishonesty, etc.) | 1 Recess Detention or Responsibility Room | 2 Recess Detentions Parent Notification | Parent Notification Behavior Contract or ½ Day ISS |
| Bus Disruptions | Refer to Transportation Handbook | | |
| Dress Code Violation | Parent Contact and Warning Options: •Change into other clothing may have •Clothing provided by school •Be sent home | Parent Contact and Warning Same as 1 st offense | Parent Notification ½ Day ISS Same as 1 st offense |
| Public Display of Affection (PDA) | 1 Recess Detention | 2 Recess Detentions Parent Notification | ½ Day ISS Parent Notification |
| Unexcused Tardy | Written Warning | Parent Notification | 1 Recess Detention Per Unexcused Tardy |
| Level II | | | |
| Behavior | 1st Offense | 2nd Offense | 3rd Offense |
| Cheating or plagiarism | Redo Assignment and Parent Notification | Loss of Assignment Credit 1 Recess Detention Parent Notification Behavior Contract | Loss of Assignment Credit ½ Day ISS Parent Notification |
| Ditching | Behavior Contract 1-5 Days Recess Detention Parent Notification DPS may be contacted | ½ Day ISS Parent Notification DPS may be contacted | 1 Day ISS Parent Notification DPS may be contacted |
| Inappropriate Touch | 1 Day Recess Detention Parent Notification DPS may be contacted | 2 days recess detention Parent Notification Behavior Contract DPS may be contacted | 1 Day OSS Parent Notification Review Behavior Contract DPS may be contacted |
| Hostile play/Rough Housing | 1 Recess Detention | 2 Recess Detentions | 1 Day ISS |

| | | | |
|--|--|--|---|
| | | Parent Notification Behavior Contract | Parent Notification Review Behavior Contract |
| Verbal Aggression/Provoking | 1 Day Recess Detention Parent Notification | 2 Days Recess Detention Parent Notification | 1 Day ISS Parent Notification /S.R.O. |
| Inappropriate possession or use of technology (unauthorized access to software, telephones, accounts or files) | Loss of computer privileges for nine-weeks Parent Notification | Loss of computer privileges for 1 semester Parent Notification | Loss of computer privileges for entire school year Parent Notification |
| Insubordination, defiance of authority or showing disrespect | 2-4 Days Recess Detention Parent Notification Behavior Contract | ½ Day ISS Parent Notification | 1 Day ISS Parent Notification |
| Physical or Aggressive contact towards student | 1 Day ISS Parent Notification Behavior Contract | 1-3 Day(s) OSS Parent Notification | 3-5 Days OSS Parent Notification |
| Physical or Aggressive contact towards staff member | 1 Day ISS Parent Notification Behavior Contract | 1-3 Day(s) OSS Parent Notification | 3-5 Days OSS Parent Notification |
| Minor Theft | 1 Day Recess Detention Restitution of Stolen Item Parent Notification Behavior Contract | 1 Day ISS Restitution of Stolen Item Parent Notification | 1-3 Days OSS Restitution of Stolen Item Parent Notification |
| Misuse of or falsifying any official document or communication (including but not limited to: pass, ID, progress report, call to excuse absence, parent signature, etc.) | 1 -2 Days Recess Detention Parent Notification | 2 -4 Days Recess Detention Parent Notification Behavior contract | 1 Day ISS Parent Notification DPS may be contacted |
| Possession of inappropriate materials (toys, electronics, explicit materials) | Confiscate and student may pick-up at the end of the day | Parent Notification Confiscate and parent must pick up in the office Behavior Contract | Parent Notification Confiscate and hold until end of the school year |
| Possession/use of tobacco, rolling papers or incendiary paraphernalia at school or school sponsored event. | ½ Day ISS Parent Notification Behavior Contract | 1 Day ISS Parent Notification DPS may be contacted | 1 Day OSS Parent Notification DPS may be contacted |
| Additional Consequences after Level I and Level II | | | |
| Behavior | 4th Offense | 5th Offense | 6th Offense |
| Failure to comply with disciplinary consequences | Twice the previous consequences Parent Notification Behavior Contract or Review | 1 -3 Days ISS or OSS Parent Notification Behavior Contract or Review | 3-5 Days ISS or OSS Parent Notification Behavior Contract or Review |
| Level III | | | |
| Behavior | 1st Offense | 2nd Offense | 3rd Offense |
| Arson | 10 Days OSS Pending Hearing DPS Referral Parent Notification | | |
| Assault/Battery of a staff member or student | 6-8 Days OSS Parent Notification Behavior Contract DPS Referral | 10 Days OSS Pending Hearing DPS referral Parent Notification | |
| Communicating intent to harm a staff or student | 1-3 Days OSS Parent Notification Behavior Contract DPS may be contacted | 5 days OSS Parent Notification Behavior contract DPS Referral | 10 Days OSS Pending Hearing Parent Notification DPS Referral |

| | | | |
|---|---|---|--|
| Bomb Threats/False Alarms/Explosives | 10 Days OSS Pending Hearing Parent Notification DPS Referral | | |
| Disrupting a school activity (field trip, event, game, etc.) | Loss of next school activity Parent Notification | Loss of next two school activities 1 Day ISS Parent Notification | Loss of school activities for the remainder of the school year 1 Day OSS Parent Notification |
| Gang Related Activity | 1 Day ISS DPS Referral Parent Notification | 3 Days OSS Parent Notification DPS Referral Behavior Contract | 10 Days OSS pending hearing Parent Notification DPS Referral |
| Habitually Disruptive | 6-9 Days OSS Parent Notification | 10 Days OSS Pending Hearing Parent Notification | |
| Harassment (Physical, racial, verbal, electronic, intimidation toward another student, bullying, etc.) | 1/2-2 Days ISS Parent Notification DPS may be contacted | 1-3 Days OSS Parent Notification DPS may be contacted | 3-5 Days OSS Parent Notification DPS may be contacted |
| Making a false 911 call | 1-3 Days ISS Parent Notification DPS Referral | 4-10 Days OSS Possible Hearing Parent Notification DPS Referral | |
| Personal substance abuse (solicitation, possession, consumption, or being under the influence of alcohol, drugs, look-a-likes, or other controlled substances including OTC drugs and prescription drugs or paraphernalia) | 5 Days OSS Parent Notification Behavior Contract DPS Referral | 10 Days OSS Pending Hearing Parent Notification DPS Referral | |
| Selling or distributing alcohol, drugs, look-a-likes, or other controlled substances including OTC drugs and prescription drugs | 4-10 Days OSS pending hearing Parent Notification DPS Referral | | |
| Sexual Harassment | ½ - 2 Days ISS Parent Notification | 3-5 Days OSS Parent Notification DPS Referral | 5-10 Days OSS Pending Hearing Parent Notification DPS Referral |
| Sexual Misconduct | 5-10 Days OSS pending hearing Parent Notification DPS Referral | | |
| Theft/Extortion | 3 Days ISS S.R.O. Contact Parent Notification Restitution Behavior Contract | 2-5 Days OSS Parent Notification DPS Referral Restitution | 10 Days OSS Pending Hearing Parent Notification DPS Referral Restitution |
| Vandalism (involved in altering, defacing or destroying school or private property, including technology) | 1-5 Days OSS Loss of privileges and restitution Parent Notification DPS Referral | 6-9 Days OSS Parent Notification Loss of privileges and restitution DPS Referral | 10 Days OSS Pending Hearing Parent Notification Restitution and loss of privileges DPS Referral |
| Possession of Weapons or Look A likes | 1-10 Days OSS Pending Hearing Parent Notification DPS Referral | | |

Appendix

RRPS Compulsory School Attendance

Policy 300

Regular class attendance by school age persons at all grade levels is not only an essential component in the learning process, in the development of self discipline, and in preparation for post-secondary training, education and employment, it is also a requirement of this state's Compulsory School Attendance Law, NMSA 1978 §22-12-1, et seq. ("Law"). Unless excused by the Law, all school age persons subject to the Law shall attend school until attaining the age of majority for at least the length of time of the school year that is established in the district in which the person is a resident.

Any parent of a school age person subject to the Law is responsible for the school attendance of that person.

The Board is responsible for enforcement of the Law. This Board has adopted the following rules which are intended to support parents and educators in carrying out their responsibilities in preventing truancy, to identify students who may require interventions, to assist other agencies which may have law enforcement responsibilities under the Children's Code (NMSA 1978 §§ 32A-1-1) or other laws. State law also requires the schools to report violations of the Law to the Probation Services Office of the judicial district where the student resides for further investigation to determine whether the student is neglected or is a child of a family in need of services under the Children's Code. Parents may be subject to criminal sanctions for violation of the Law. In addition, the Law contains provisions authorizing the Children's Court to order a suspension of a habitual truant's driver's license for up to ninety (90) days on the first determination of habitual truancy and up to one year for any subsequent finding.

A. Definitions

Age of majority: any person who has reached his eighteenth birthday;

"Habitual Truant": a student who has accumulated the equivalent of ten (10) or more unexcused absences within a school year;

"Qualified Student" or "Student"

- a. a person who is at least five years of age prior to 12:01 a.m. on September 1 of the school year and who has not received a high school diploma or its equivalent. A maximum age of twenty-one shall be used for a person who is receiving special education services; and
- b. is regularly enrolled in one-half, i.e. two, or more of the minimum course requirements approved by the Public Education Department for public school students.

"Truant": a student who has accumulated five unexcused absences within any twenty (20) day period; and

"Unexcused absence": an absence from school or a class for which the student does not have an allowable excuse pursuant to the Law or rules of this Board.

B. Exemptions from the Law

Any qualified student and any person who because of his age is eligible to become a qualified student shall be excused from remaining in school until attaining the age of majority if:

1. the person is specifically exempted by law;
2. the person has graduated from a high school;
3. the person is at least eighteen years of age and has been excused by the board or its authorized representative upon finding that the person will be employed in a gainful trade or occupation or engaged in an alternative form of education sufficient for the person's educational needs and the parent consents or;
4. with consent of the parent, of the person to be excused, the person is excused from the provisions of the Law by the Superintendent of Schools and such a person is under eighteen years of age.

C. Attendance Record

A record of student attendance shall be made for each class taken for every instructional day in every public school or school program

in the District.

D. Parent Notification of Excused Absences

Excused Absences

1. A parent shall notify the school where the student attends each day the student is absent and provide the reason(s) for the absence or, if the school has been notified the parent anticipates the absence will extend beyond one school day, the parent may provide a written explanation of the reasons, signed by the parent, to be presented on the first day of the student's return to school. The principal or his/her designee may, in addition, require a written verification from the student's licensed health care provider if a student is absent for three (3) or more consecutive days due to the student's health. If a parent has not contacted the school on the first day of the student's absence, the school will make a reasonable attempt to contact the parent before the end of the day and shall document the contact and reasons for the absence.

2. Prolonged/Chronic Health Conditions.

If the student's health condition is chronic or reasonably expected to last ten (10) days or more and the student's condition does not prevent him/her from completing school work, the parent shall provide a written statement from the student's licensed health care provider including a prognosis as to the length of the student's absence and the student's ability to complete school work. On receipt of the healthcare provider's written statement the student will be placed in a home bound school program until he or she is able to return to school.

3. Other Excused Absences

a. A student may, subject to the approval of the school principal, be excused from school to participate in religious instruction for not more than one class period each school day with the written consent of his/her parents at a time period not in conflict with the academic program of the school. A student may also be excused for observance of a religious holiday which does not coincide within the period of a school holiday.

b. Eligible students who are participants in school-sponsored extracurricular activities may be absent from school for such activities as provided in §22-12-2.1 of the Law, provided further that such excused absences from school for school sponsored extracurricular activities shall not exceed fifteen (15) days per semester and no class may be missed in excess of fifteen times per semester.

c. Alternate educationally rewarding experiences such as travel, when requested by a parent may be excused by the principal provided an approved topic is proposed for independent study during the student's absence and the student submits a report following his or her return.

d. Family emergency/death in the Family.

e. Diagnostic testing.

f. Extenuating circumstances as approved by the school principal.

4. Missed Work During Excused Absences

If an absence is excused, a student will be given a reasonable period of time in which to complete or make up missed assignments and tests. If a student fails to complete or make up missed work which would be graded during the time permitted by the teacher, the teacher shall enter a grade for the incomplete work as if it were the student's total submission for the grade. These grades shall be included in the calculation of a student's final grade for the applicable grading period.

E. Unexcused Absences

If an absence is unexcused, any work which should have been submitted during the period of unexcused absence and any tests given during such period shall be **treated according to the school handbook**. A student may also receive detention or in-school suspension for any unexcused absence. In detention or in-school suspension the student may complete the missed work to avoid falling behind in substantive learning experiences, but shall not receive a grade.

F. Procedures for Notice of Unexcused Absences

1. If a student is absent for all or part of three (3) successive school days during which time his or her parent has not contacted the

school and given an appropriate reason for the absence as required by Section C.1, the principal or his or her designee, shall, by the end of the school day, of the first day following the three day period, contact the parent by telephone or in person to give notice of the student's absence and to determine and document the reason for the absence.

2. If a student accumulates three (3) unexcused absences during a twenty day period, the school principal, or his or her designee, shall notify the parent in writing, by certified mail or personal service. This letter will schedule a telephonic or in person meeting and provide the parent with a copy of the Law. The parent of the student must contact the school regarding the student's absence and attend the meeting. The purpose of the meeting is to develop a written plan to prevent additional unexcused absences. The principal and parent will sign the plan and the parent will be provided one copy of the plan.

3. If a student has accumulated the equivalent of five (5) unexcused absences within any twenty (20) day period, four (4) **unexcused** absences at the high school within any twenty day period due to block scheduling, the principal or his/her designee shall follow the procedures in Section F.2., and the Probation Services Office and parent shall be advised the student is considered a truant. The student's truancy shall also be reported to the Public Education Department as provided by regulation of that Department. The principal, or his or her designee, the parent and the student shall hold an in person meeting to review the student's attendance Plan and to make any modification deemed necessary to prevent additional unexcused absences. The parent, student and principal shall sign any Modified Plan.

4. If any student has accumulated the equivalent of ten or more unexcused absences within a school year, the parent shall be given written notice by personal service or certified mail that the student is a habitual truant not in compliance with the provisions of the Law and shall also serve a copy of the notification on the Probation Services Office and to the Public Education Department as required by the Law.

5. If unexcused absences continue after written notice of habitual truancy has been served on the parent, the Principal or his/her designee shall report the student to the proper Probation Services Office for investigation as to whether the student shall be considered a neglected child or a child in a family in need of services because of habitual truancy and thus subject to the provisions of the Children's Code.

G. Parent's Failure to Meet

If a parent fails to arrange or attend a meeting within ten (10) days following written notice that the student has been determined to be an habitual truant, the Principal shall provide the Probation Services Office with written notification of such failure and shall cooperate with the Probation Services Office in any subsequent determination as to whether the parent has knowingly allowed the student to continue to violate the Law.

H. Distribution of Policy/Acknowledgment of Receipt

On the first day of school, each school shall distribute this policy to each student with an acknowledgment of receipt form to be signed by the parent. The parent shall cause the signed acknowledgment to be returned to the student's school no later than the fifth day of school. If a returned Signed Acknowledgment is not received by the school, the school shall make a reasonable attempt to contact the parent to determine if the parent received the form. The student's failure to deliver this Policy and the Acknowledgment form to his or her parent may subject the student to disciplinary action.

I. Limitation on Disciplinary Action for Truancy

No out of school suspension or expulsion shall be imposed on a student as a penalty for truancy. Other disciplinary actions and strategies that focus on keeping truants in an educational setting, including, but not limited to, the reassignment of a student to another school environment may be imposed.

Appendix

Rio Rancho Public Schools

Student Dress Code RRPS Policy 349

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 students 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.

Dress Code and Standard of Decency

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 provocative 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 than 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 students' 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

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 administrators' denial. The Superintendent shall issue a final determination within three (3) working days of receipt of the request for review.

Rio Rancho Public Schools

Electronic Devices Policy 370

The Board is committed to providing a safe, positive and productive learning and working environment. The use of Electronic Devices on school campuses has increased classroom disruptions and resulted in an increase of threatening and inappropriate communications. The term “Electronic Devices” shall mean any and all devices which accomplish their purposes electronically and include, without limitation, cell phones, pagers, electronic emailing devices (e.g., Blackberry), radios, tape players, CD players, DVD players, video cameras, iPods or other MP3 players, laser pointers, portable video game players, laptop computers, personal digital assistants (PDA's), cameras, and any device that provides a wireless, unfiltered connection to the Internet.

Consequently, the use of any and all Electronic Devices by students during the school day, whether on-campus or during a school-sponsored event, is strictly prohibited. The “school day” shall mean the normal hours of operation of the school. While students are not prohibited from possessing Electronic Devices, unless otherwise prohibited by law or District policies, rules or procedures, the Electronic Devices must be turned “off” and stored in a student’s backpack or purse, locker, or vehicle. This Policy does not apply to the sanctioned use of Electronic Devices by teachers, or students under the direct supervision of their teacher, for educational purposes.

Use of Electronic Devices in violation of this policy shall result in the confiscation of the Electronic Device. After the first offense, the student may recover the Electronic Device from the school’s administrative office at the end of the school day. After the second offense, the student’s parent/guardian shall be notified that the student has twice violated this policy and that the parent/guardian must recover the Electronic Device from the school’s administrative office. After the third offense, the Electronic Device will be confiscated for the remainder of the school year. Electronic Devices that are not recovered at the end of the school year may be disposed of by the District. A student who violates this policy more than two (2) times during the school year also may be subject to discipline under District Policy 336 for engaging in willfully disruptive conduct.

The District shall not be liable or responsible for the loss of or damage to any Electronic Device confiscated from a student pursuant to this policy.

This policy does not prohibit the use of Electronic Devices on school buses or extracurricular activity buses unless otherwise restricted by District staff responsible for the activity.

Rio Rancho Public Schools

Hazing/Harassment/Intimidation/Bullying/Menacing

Policy 338

The Board is committed to providing a positive and productive learning and working environment. To this end, hazing, harassment, intimidation, menacing or bullying by students, staff or third parties are strictly prohibited and shall not be tolerated in the District.

A. Definitions

1. “**Bullying**” means any repeated and pervasive written, verbal or electronic expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more students in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Bullying includes, but is not limited to, hazing, harassment, intimidation or menacing acts of a student upon another which may, but need not be based on the student’s race, color, sex, ethnicity, national origin, religion, disability, age or sexual orientation.
2. “**District**” includes district facilities, district premises and non-district property if the student or employee is at any district-sponsored, district-approved or district-related activity or function, such as field trips or athletic events where students are under the control of the district or where the employee is engaged in district business.
3. “**Electronic expression**” means written, verbal, or pictorial communication conveyed through any form of electronic medium, including, but not limited to, desktop or laptop computers (e.g., the internet, email, instant messaging, web sites, web-cameras, chat rooms), cell phones (e.g., text messaging, digital photographs or movies), and instant messaging devices.
4. “**Harassment**” means knowingly pursuing a pattern of conduct that is intended to annoy, seriously alarm or terrorize another person and that serves no lawful purpose. The conduct must be such that it would cause a reasonable person to suffer substantial emotional distress. Harassment includes, but is not limited to, any act which subjects an individual or group to unwanted, degrading, humiliating or abusive behavior of a nonverbal, verbal, written or physical nature, on the basis of age, race, religion, color, national origin, disability, sexual orientation or ethnicity. Verbal and nonverbal harassment includes speech or gestures which are lewd, indecent, profane or obscene and libel.
5. “**Hazing**” includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any district-sponsored activity or grade level attainment. Examples include, but are not limited to, forced consumption of any drink, alcoholic beverage, drug or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene, degrading or physically burdensome article, assignment of pranks to be performed or other such activities intended to degrade or humiliate a particular person or group.
6. “**Intimidation**” includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another’s property, cause substantial inconvenience in accessing school facilities, educational or school sponsored programs or subject another to offensive physical contact or inflict serious physical injury which may, but need not be based on the basis of race, color, religion, national origin or sexual orientation.
7. “**Menacing**” includes, but is not limited to, any assault intended to place a school employee, student or third party in fear of imminent physical injury.
8. “**Third parties**” include, but are not limited to, coaches, school volunteers, parents, school visitors,

service contractors or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control at inter-district and intra-district athletic competitions or other school events.

B. Complaint Procedures.

1. Any student, employee or third party who has knowledge of conduct in violation of this policy or feels he/she has been a victim of hazing, harassment, intimidation, bullying or menacing conduct in violation of this policy shall report his/her concerns immediately to the building principal or superintendent. The building principal or superintendent have overall responsibility for all investigations. Complaints against the building principal shall be filed with the superintendent. Complaints against the superintendent shall be filed with the Board chairman. A student also may report concerns to a teacher or counselor who shall be responsible for notifying the appropriate district official.
2. All complaints of conduct that may be in violation of this policy shall remain confidential. Complaints may be made anonymously. All complaints about behavior that may violate this policy shall be promptly investigated. Complaints and the identity of the complainant shall be kept confidential, except to the extent necessary for communicating in the investigative process with administrators and staff on a “need to know” basis. The complainant shall be notified of the findings of the investigation and, as appropriate, that remedial action has been taken.

C. Discipline/Sanctions.

1. Hazing, harassment, intimidation, menacing or bullying conduct shall be subject to discipline or sanctions if it (a) substantially interferes with a student’s educational benefits, opportunities or performance; (b) takes place on school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop; and (c) has the effect of (i) physically harming a student or damaging a student’s property, (ii) knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s property, or (iii) creating a hostile educational environment by causing substantial emotional distress.
2. Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Disciplinary decisions shall comply with state and federal IDEA requirements. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or Board. Individuals who engaged in conduct in violation of this policy also may be referred to law enforcement officials.
3. Retaliation, reprisal or false accusations against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is prohibited. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint is substantiated, and shall be subject to disciplinary consequences. False charges also shall be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.
4. The superintendent shall be responsible for ensuring notice of this policy is provided annually to students, staff and third parties and posted at each school site, and the development of administrative regulations, including reporting and investigative procedures. In addition, the promotion of anti-bully behavior and conduct shall be included as part of the health education curriculum as set forth in 6.30.2.19 NMAC.

Policy References: [232](#), [336](#), [337](#), [346](#), [351](#), [354](#)

Statutes: NMSA 1978 §§ 30-11-1, 30-3-1, 30-3-9, 30-3-9.1, 30-3A-2, 30-3A-3, 30-20-13

Rio Rancho Public Schools
Adopted: September 26, 2005
Revised: August 13, 2007



Rio Rancho Public Schools

Notice to Parents and Students

TO ALL PARENTS OF STUDENTS CURRENTLY ATTENDING THE RIO RANCHO SCHOOLS AND ALL STUDENTS CURRENTLY ATTENDING WHO HAVE REACHED THE AGE OF 18.

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that governs the maintenance of student records. Under that law, parents of students or students, if they are least 18 have both the right to inspect records kept by the school about the student and the right to correct inaccuracies in the record. Access to the 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 system.

As defined by Rio Rancho Public Schools policy, *directory information* means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The District classifies the following as directory information:

1. The student's name;
2. Grade in school;
3. Name of school;
4. 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;
5. Weight and height of members of athletic teams;
6. Honors and awards received;
7. Yearbooks; and
8. Identification in visual media, including photographs, videotapes, and video images, depicting school programs or activities

School officials may release this information to any person without the consent of the parents or the student. Any parent or eligible student who objects 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. The objection must state what information the parent or student does not want to be classified as directory information. If no objection is received by fifteen (15) days after the publication of this notice, the information will be classified as directory information until the beginning of the next school year.

In addition, the District will forward, without prior consent, education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for a purpose related to the student's enrollment or transfer. The District may also disclose education records to other "school officials" including contractors, consultants, volunteers, or other parties to whom the district has outsourced instructional services or functions, provided this outside party (1) performs an institutional service or function for which the district would otherwise use employees; (2) is under the district's control with regard to the use and maintenance of education records; and (3) is subject to the same conditions for the use and re-disclosure of education records as other school officials.

Complaints about failure of the Rio Rancho Schools to comply with the Family Educational Rights and Privacy Act may be made, in writing, to FERPA Office, Department of Health and Human Services, 330 Independence Avenue, S.W., Washington, D.C. 20201.

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. If a protected information survey or activity needs to be carried out, the District will provide notification to parents within a reasonable period of time prior to the administration of the surveys and activities. Parents will be provided with an explanation of the activity and will have an opportunity to review the surveys and any instructional materials used in connection therewith. 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 a student who is 18 years old or is an emancipated minor under State law.

Parents who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U. S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5901.

August 2009
Dr. V. Sue Cleveland
Superintendent

Title IX Notification

The Board of Education for the Rio Rancho Public Schools finds that the Rio Rancho Public Schools must provide equivalent opportunities and benefits for all genders in its athletics, academics, and training programs as required by Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.) which prohibits discrimination on the basis of gender by educational institutions that receive federal funds directly or indirectly. The Board further acknowledges that the school district must undertake continued evaluations of its compliance with Title IX, and that the school district must therefore take care to maintain a balance in the opportunities and benefits provided by its programs.

A. Non-Discrimination Policy Under Title IX The Rio Rancho Public Schools is committed to the philosophy of equal opportunity/equal access in all employment, educational programs, activities, and services. All students shall have the opportunity to participate in and receive benefits from all programs or activities including but not limited to course offerings, graduation requirements, athletics, counseling, employment assistance, extracurricular and other school-related activities. Discrimination in education or employment because of race, color, national origin, ancestry, religion, creed, sex, age, physical or mental handicap, marital or parental status, pregnancy, sexual orientation, or veteran status is prohibited.

B. Sexual Harassment Policy Under Title IX The Rio Rancho Public Schools is committed to a positive and productive working and learning environment free of discrimination. Discrimination adversely affects morale and interferes with employee and student ability to work and learn. The Rio Rancho Public Schools

prohibits sexual harassment of its employees or students, whether committed by a co-worker, supervisor, subordinate, contractor, volunteer, or student. Such behavior constitutes grounds for disciplinary action up to and including discharge or expulsion. Whereas sexual harassment substantially compromises the attainment of educational excellence, the Rio Rancho Public Schools will not tolerate such behavior between members of the same or opposite sex. The Rio Rancho Public Schools also prohibits retaliation against:

1. any employee or student for having made a report of alleged sexual harassment, and
2. against any employee or student who has testified, assisted, or participated in the investigation of a report. Retaliation is itself a violation of State and Federal regulations prohibiting discrimination and may constitute a basis for disciplinary action up to and including discharge or expulsion.

This prohibition of sexual harassment applies to individuals attending any events on the property of the Rio Rancho Public Schools, whether or not school-sponsored, and to any school-sponsored events regardless of location. Any complaints of sexual harassment in violation of this policy should be reported within 180 calendar days of occurrence.

A copy of the Rio Rancho Public Schools sexual harassment policy may be obtained at each school-based administrative office and on its website. Nothing in this policy applying to Title IX and Section 504 is intended to alter the Rio Rancho Public Schools sexual harassment policies as set forth in policy #230 (employees) and #337 (students).

C. Creation Of Title IX Coordinator and Grievance Procedures for the Rio Rancho Public Schools

1. The Superintendent shall:

- a. designate a district administrator to act as the school district's Title IX Coordinator for a period of not less than two years or until the end of the designee's employment, whichever is shorter;
- b. ensure that the Title IX Coordinator has sufficient authority to monitor and evaluate the school district's compliance with Title IX, conduct necessary investigations and issue reports to the Superintendent regarding the school district's compliance with Title IX, and ensure that he or she has sufficient authority and the necessary procedures to investigate and report on all written complaints of alleged violations of Title IX or the school district's policies regarding Title IX;
- c. promulgate grievance procedures that allow any student or employee of the Rio Rancho Public Schools who believes he or she has been discriminated against, denied a benefit, or excluded from participation in any district education program or activity on the basis of sex in violation of this policy or Title IX to file a written complaint with the Title IX Coordinator;
- d. ensure that the grievance procedures provide for investigation and review of all written complaints by the Title IX Coordinator and that the procedures also provide for notice and an opportunity for hearing on all written complaints by the creation of a hearing committee to hear matters unresolved by the Title IX Coordinator
- e. ensure that the grievance procedures provide for a final appeal to the Board of Education.

For further information, please contact:

Tonna Burgos
Title IX Coordinator
Executive Director of Student Services
505-896-0667 ext 129
500 Laser Rd
Rio Rancho, NM 87124

August 2009

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|-------------------|-------------------|---|---------------------------------------|-----------------------------------|----------|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 In-service | 11 In-service | 12 In-service | 13 Sign-In Day Planning Day | 14 Testing Day | 15 |
| 16 | 17 Testing Day | 18 Testing Day | 19 1 st Day of classes | 20 | 21 Popcorn and Pickle Sales | 22 |
| 23 | 24 | 25 | 26 Kindergarten Ice-cream social 6-7 pm | 27 | 28 Popcorn and Pickle Sales | 29 |
| 30 | 31 | | | | | |

September 2009

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|-------------------------|----------------------------|--|---|----------|---|----------|
| | | 1 School newsletter goes home | 2 1 st -5 th Curriculum Night 6-7 pm | 3 | 4 Popcorn and Pickle Sales | 5 |
| 6 | 7 Labor Day-No School | 8 Fall Fundraiser Begins | 9 | 10 | 11 Popcorn and Pickle Sales Drive-In Movie Night 8:30 pm | 12 |
| 13 Grandparent's Day | 14 RAMS Spirit Week | 15 | 16 | 17 | 18 RAMS Homecoming Parade 4 pm Popcorn and Pickle Sales | 19 |
| 20 | 21 Fall Fundraiser ends | 22 Progress Reports go out. 1 st day of Autumn | 23 | 24 | 25 Popcorn and Pickle Sales | 26 |
| 27 | 28 | 29 Kinder Health screenings Math Night 6-7:00 pm BioVan at Puesta | 30 | | | |

October 2009

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|-----------------|-----------------------------------|---|-----------------------------|--|--|-----------------|
| | | | | 1 Student and Teacher of the Month lunch assemblies | 2 Fall Bar-B-que Balloons Aloft 7 am Popcorn and Pickle Sales | 3 |
| 4 | 5 | 6 Fall Pictures School newsletter goes home | 7 In-service-No students | Fall Break-No School | | 10 |
| 11 | 12 | 13 Passionately Pink Day | 14 | 15 End of 1 st quarter | 16 Boss's Day Popcorn and Pickle Sales | 17 |
| 18 | 19 Candy Bar fundraiser begins | 20 | 21 | 22 | 23 Popcorn and Pickle Sales | 24 |
| Red Ribbon Week | | | | | | |
| 25 | 26 | 27 | 28 Fall Carnival 6-8 pm | Parent/Teacher Conferences-No School | | 31 Halloween |

November 2009

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|--|--|-----------|--|--|----------|
| 1 Daylight Savings Time ends-Fall Back! | 2 Academic Recognition Week | 3 Candy Bar fundraiser ends School newsletter goes home | 4 | 5 Student and Teacher of the Month lunch assemblies | 6 Popcorn and Pickle Sales | 7 |
| 8 | 9 | 10 Picture retakes | 11 | 12 | 13 Popcorn and Pickle Sales | 14 |
| 15 | 16 | 17 Community Forum / Literacy Night 6-7pm Progress Reports go out | 18 | 19 | 20 Thanksgiving Dinner Popcorn and Pickle Sales | 21 |
| Fall Book Fair 8:30-4:30 pm Mon, Tues, Thur, Fri, and 8:30-1:30 pm Wed. | | | | | | |
| 22 | 23 Entertainment Books fundraiser begins | 24 | 25 | 26 | 27 | 28 |
| Thanksgiving Break-No School | | | | | | |
| 29 | 30 Entertainment Books fundraiser ends | | | Thanksgiving Day | | |

December 2009

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|-------------------------------|----------------------------------|-------------------------|--|---|----------|
| | | 1 School newsletter goes home | 2 PTA meeting 6-7 pm | 3 Student and Teacher of the Month lunch assemblies | 4 Popcorn and Pickle Sales | 5 |
| 6 | 7 | 8 Winterfest Concert 6-8 pm | 9 | 10 Winterfest Concert 6-8 pm | 11 Popcorn and Pickle Sales | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 End of 2 nd Quarter Popcorn and Pickle Sales Donuts for Dad 7:45-8:45 am | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| | Winter Break-No School | | | | | |
| | 1 st Day of Winter | | | | Christmas Day | |
| 27 | 28 | 29 | 30 | 31 | | |
| | Winter Break-No School | | | | | |
| | | | | | | |

January 2010

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|---|-------------------------------------|-----------------------------------|--|--|----------|
| | | | | | 1 <div style="border: 1px solid black; padding: 2px; display: inline-block;">Winter Break-No School</div> | 2 |
| 3 | 4 Elementary Planning Day-no students | 5 School newsletter goes home | 6 | 7 Student and Teacher of the Month lunch assemblies | 8 Popcorn and Pickle Sales | 9 |
| 10 | 11 DIBLES Testing-Kinder | 12 DIBLES Testing-Kinder | 13 Spelling Bee 9:30- 11:00 | 14 | 15 Popcorn and Pickle Sales | 16 |
| 17 | 18 MLK Day-No School | 19 Report Cards go home | 20 Science Expo Setup | 21 Puesta Science Expo 6- 8 pm | 22 RRPS Science Expo 6-8 pm (at Puesta) Popcorn and Pickle Sales | 23 |
| 24 | 25 Academic Recognition Week → | 26 | 27 | 28 | 29 Popcorn and Pickle Sales | 30 |
| 31 | | | | | | |

February 2010

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|-----------------------|---------------------------------|--|---|---|--------------------------------|----------|
| | 1 | 2 Groundhog Day Progress Reports go out School newsletter goes home | 3 100 th Day of School | 4 Student and Teacher of the Month lunch assemblies | 5 Popcorn and Pickle Sales | 6 |
| 7 | 8 Spring Fundraiser begins | 9 | 10 Chinese New Year Spanish Spelling Bee 9:30-11:00 | 11 Spaghetti Dinner, Basket Raffle and Art Night 6-7:30 pm | 12 Popcorn and Pickle Sales | 13 |
| 14 Valentine's Day | 15 President's Day-No School | 16 | 17 | 18 | 19 Popcorn and Pickle Sales | 20 |
| 21 | 22 Spring Fundraiser ends | 23 Community Forum and Math Night 6-7 pm | 24 | 25 | 26 Popcorn and Pickle Sales | 27 |
| 28 | | | | | | |

March 2010

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--|-------------------------------|---|------------------------------------|--|---|-------------------------------------|
| | 1 | 2 Read Across America Day/Dr. Seuss B-day School newsletter goes home | 3 PTA meeting 6-7 pm | 4 Student and Teacher of the Month lunch assemblies | 5 Popcorn and Pickle Sales | 6 |
| 7 | 8 | 9 | 10 Muffins for Mom 7:45-8:45 am | 11 | 12 End of 3 rd quarter Popcorn and Pickle Sales Spring Pictures | 13 |
| 14 Daylight Savings Time begins-Spring Forward! | 15 | 16 | 17 | 18 | 19 | 20 1 st Day of Spring |
| | Spring Break-No School | | | | | |
| 21 | 22 SBA Pep Rally | 23 SBA testing begins | 24 SBA testing | 25 SBA testing | 26 SBA testing Popcorn and Pickle Sales | 27 |
| 28 | 29 SBA testing | 30 SBA testing | 31 SBA testing | | | |

April 2010

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|---------------------------|---|--|---|---|----------|
| | | | | 1 Parent/Teacher Conferences | 2 Parent/Teacher Conferences | 3 |
| 4 | 5 Snow Make-up Day | 6 SBA testing School newsletter goes home | 7 SBA testing | 8 SBA testing | 9 SBA testing Student and Teacher of the Month lunch assemblies Popcorn and Pickle Sales | 10 |
| 11 | 12 SBA testing | 13 SBA testing | 14 SBA testing | 15 SBA testing | 16 Popcorn and Pickle Sales Sock Hop Dance 3 rd -5 th grades | 17 |
| 18 | 19 SBA make-up testing | 20 SBA make-up testing Community Forum 6-7 pm Progress Reports go out | 21 SBA make-up testing Administrative Professionals Day | 22 End of SBA Testing Earth Day | 23 Spring Bar-B-Que Popcorn and Pickle Sales | 24 |
| Spring Book Fair 8:30-4:30 pm Mon,Tues,Thur, Fri, and 8:30-1:30 pm Wed. | | | | | | |
| 25 | 26 | 27 Cap and Gown pictures for Kindergarten and 5 th grade | 28 Kindergarten Registration and Open House | 29 In-service-no students | 30 Snow Make-up Day | |

May 2010

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|---|---|--|---|--|----------|
| | | | | | | 1 |
| 2 Educational Appreciation Week begins | 3 Educational Assistant Day DIBLES Testing- Kinder | 4 Teacher Appreciation Day School newsletter goes home | 5 Support Staff Appreciation Day | 6 Operational Staff Appreciation Day Student and Teacher of the Month lunch assemblies | 7 Bus Staff Appreciation Day Popcorn and Pickle Sales Cultural Day/Mother's Day plant sales | 8 |
| 9 Mother's Day | 10 | 11 Spring Concert rehearsals | 12 National School Nurse Day Volunteer Tea 2 pm | 13 Spring Concert 7-8 | 14 Popcorn and Pickle Sales Dunk Tank | 15 |
| 16 | 17 RRHS Graduation Field Day week | 18 | 19 | 20 | 21 5 th Grade Promotion 6 pm Popcorn and Pickle Sales | 22 |
| 23 | 24 Kindergarten Celebration 5 th EOY Pool Party | 25 Last Day for Students-5 th grade Wave End of 4 th quarter-Report Cards go home Academic Recognition Assembly | 26 | 27 | 28 | 29 |
| 30 | 31 Memorial Day | | | | | |

Puesta del Sol Spirit shirt Order Form

We have Red, Blue, Grey, and Pink polo shirts.

Youth sizes: Small, Medium, Large and X-Large for \$15.00

Adult sizes must be ordered.

Adult sizes: Small, Medium, Large and X-Large for \$20.00.
XX-Large and up will be \$25.00.

Student Name: _____

Teacher: _____

Student Phone Number: _____

Adult Name: _____

| Type of Shirt | Quantity | Color | Size |
|---------------|----------|-------|------|
|---------------|----------|-------|------|

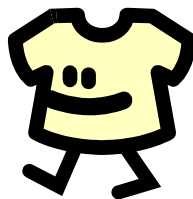
1. _____

2. _____

3. _____

4. _____

Sweatshirts will be available as the weather gets cooler. Prices will be the same as polo shirts for youth and adult.



TOGETHER, HAND IN HAND, WE CAN!

Puesta del Sol PTA membership registration

Member name(s): _____

Address: _____

Telephone: _____

Email: _____

Are you a member of Puesta del Sol Staff/Teacher? (Circle one)

Please list all children attending Puesta del Sol:

Name: _____

Teacher: _____

Name: _____

Teacher: _____

Name: _____

Teacher: _____

Name: _____

Teacher: _____

What is your relationship to the child(ren) attending? _____

Are you willing to volunteer to help out with PTA functions? _____

Individual Membership is \$6.00

Family Membership is \$11.00

Please send registration and membership dues to school with your student in an envelope marked PTA. Make checks out to Puesta del Sol PTA.

Thank you for supporting your child and the Puesta del Sol PTA!