

Welcome to Stapleton Elementary School!



Important Phone Numbers for Parents:

Stapleton Office: 891- 8473

School Extensions:

Office 510

Attendance 1

Nurse 514

Cafeteria 515

Counselor 520

Site Specialist 522

Library 518

Social Worker 521

Bell Schedule

Monday, Tuesday, Thursday, Friday Schedule:

First Bell: 9:00 am

Tardy Bell: 9:05 p.m.

Dismissal: 4:00 p.m.

Wednesday Bell Schedule:

First Bell: 9:00 a.m.

Tardy Bell: 9:05 a.m.

Dismissal: 12:45 p.m.

Rio Rancho Public Schools District Office: 896-0667

RRPS Transportation Department: 338-0078, ext. 100

Durham School Bus Service: 891-8966

SAFE Program (before and after school care) 896-0667, ext. 209, 237

Tonna Burgos, Executive Director of

Student Services Title IX Coordinator

896-0667 ext 129

SCHOOL-WIDE BEHAVIOR AND POSITIVE BEHAVIOR SUPPORT (PBS)

The intent of Positive Behavior Support (PBS) at Stapleton Elementary School is to create and maintain a safe environment where students can learn and work together in a positive atmosphere. Every student has the right to be safe on the way to and from school, on the bus, playground, field, hallways, cafeteria, restrooms, and in the classroom. Please review the following information regarding the school rules and PBS.

STAPLETON ELEMENTARY SCHOOL BEHAVIOR AND PBS

PBS has an emphasis on school wide systems of support that include strategies for defining, teaching, and supporting appropriate behaviors to create a positive school environment. The primary goal of discipline in our school is to provide and maintain a safe and respectful environment that promotes learning and positive personal growth.

Disciplinary measures will be aimed toward assisting each student in the development of self-control, self-worth, social responsibility, and the acceptance of appropriate consequences for his or her actions. We want our school to be a safe, attractive, and comfortable environment. Fighting and destruction of school property will not be tolerated. We value our families as part of the team as we teach children to behave respectfully and allow them opportunities for practice. PBS is designed to turn mistakes into learning experiences and to promote personal growth. Behavior that does not exhibit *Coyote Pride* may result in exclusion from activities and possibly from school. Your child's teacher is your first point of contact for questions and input.

Our school rules for *Coyote Pride* are:

Persistence

- **Have a *Problem-Solving* attitude**

Respect

- **Be Polite**
- **Listen to all staff**
- **Use appropriate language and behavior**

Integrity

- **Be *Honest***
- **Be considerate**

Dedication

- **Always know and follow the rules**

Empathy

- **Be thoughtful of other people's feelings**

We implement a reward system and students receive ***Caught You Showing Coyote Pride*** tickets from Stapleton staff members when students exhibit positive behavior. At different times of the year, students can visit the Coyote store and trade tickets for items such as pencils and stickers.

CONSEQUENCES

Students receive Behavioral Referral Forms for safety violations on campus which typically includes misuse of equipment or play that may be hurtful to our children. A Behavior Referral Form may also be issued for violations of the school rules from the time students leave their home in the morning until they are in the care of parents or caregivers. Students may be assigned to the **Responsibility Room** which means they may lose one or more afternoon recesses, depending on the severity of the situation. We follow a progressive discipline matrix which means that repeat offenses will result in additional consequences. A copy of the Behavior Referral Form is always sent home to the parents.

There are serious behaviors that will result in an immediate referral to the administration. They are:

Major Behavior
(Referred to administrator)

Communicating intent to harm a staff member or student
Damage to school property
Disrespect (habitual)
Harassment (Physical, racial, verbal, electronic, bullying, etc.)
Inappropriate touch
Inappropriate use of technology (e.g., computer, cell phone, electronic games)
Insubordination towards teacher
Misuse of or falsifying any official document or communication
Physical or Aggressive contact towards / against staff member
Physical or Aggressive contact with student
Possession of inappropriate material (e.g., explicit materials, tobacco, matches)
Theft (high value or repeat offense)
Verbal aggression / bullying (repeat offense)

The administrator will impose appropriate consequences, dependent upon the severity of the offense.

Stapleton Playground Rules

Students are expected to be courteous, cooperative, and respectful to duty personnel, staff members, and other students.

- Aggressive behavior is not acceptable.
- Talking back or arguing with adults or other students is not acceptable.
- Fighting, real or play, will not be tolerated.
- Balls intended for use in sports games must be handled properly.
- No throwing of any other objects. Sand, rocks, and snowballs are all dangerous when thrown on the playground.
- Restrooms must be kept clean and neat.
- School property and the school environment must be respected.
- Stay on school grounds in areas that are approved play areas.
- No play is allowed around portables. Students may not go between or behind portables.
- Swings must be used safely, going forward and back only. No jumping, twisting, or standing is allowed. Students must swing individually.
- Students may only go down slides feet first, and sitting down.
- Students may only reach the top of the slide by properly climbing the steps.
- Climbing up and hanging off the slide is not allowed.

Rules for Field Area

Football, soccer balls, and Frisbees must be used only on the upper field. Students will hold the balls on the way to the field. Do not throw balls around buildings, or in sand and concrete areas. Basketballs should be used only on the basketball courts. There will be no hardballs, baseballs, softballs, or bats at school. Baseball gloves, tennis and *nerf* balls are allowed. Students will not climb up the slope leading to the field area. Please use the path to go to the field area. Personal play equipment is discouraged. If, however, parents agree that their child may bring play equipment to school, please be sure that the student's name is clearly written, and know that the school cannot be held responsible for the equipment being lost, stolen or damaged.

Duty personnel always have the ability to stop any unsafe activities or play that they observe. Decisions based on professional judgment are not to be questioned or challenged by students whenever safety is the issue. The rules for Stapleton Elementary apply at all times that students are present on our campus. This includes before and after school, as well as evening school functions.

DRESS CODE POLICY

Rio Rancho School District is proud of our well-dressed student body and staff. We are especially proud of the difference our dress code makes in our learning environment. A student's appearance has an impact on his/her attitude and behavior and helps to establish and maintain an environment conducive to learning and good manners. All Rio Rancho Public Schools enforce a School Board approved School Wear Policy. Please refer to the District School Wear Guidelines for specifics regarding dress. As part of this policy, Stapleton chose two shirt colors to go along with the four shirt colors allowed district-wide. The Stapleton shirt colors are turquoise/light blue and gold/yellow. . Gray is now allowed for tops and bottoms. Please refer to the District School Wear Guidelines for specifics regarding dress code. (www.rfps.net)

ABBREVIATED DAY/SNOW DAY

In case of hazardous road conditions that would endanger the safe transportation of our students, Rio Rancho Public Schools (RRPS) will run on a abbreviated day schedule. The start of school will be delayed two hours. Bus schedules will also run on a two-hour delay. An abbreviated day schedule is announced on radio and TV stations by 6:30 a.m. It is also posted on the RRPS website. (www.rfps.net) IN the event an abbreviated day falls on a Wednesday, the dismissal time for students will be 3:50, rather than the typical 1:05 dismissal.

ARRIVAL AND DEPARTURE

The school grounds are supervised by staff for student arrival from 8:45-9:00. After school, staff is on duty from 3:50-4:00. Students are not allowed to arrive on the campus before 8:45, unless they are attending the SAFE program, or a school sponsored activity. Parents will be called to come and pick up their child if they are on campus before 8:45. Breakfast service begins at 8:45. Students are not allowed in the classroom until the bell rings at 9:00. Students are supervised at breakfast and on the playground. Students who are dropped off before 8:40 may be considered abandoned by authorities, as these students are not being supervised.

ATTENDANCE POLICY

Prompt and regular attendance is necessary for all students to attain academic success. Missed days, tardiness, and leaving school early creates gaps in instruction and student learning. If an absence is unavoidable, parents or legal guardians must call the school each day that their child will be absent, and state the reason for the absence. Please call 891-8473, ext. 1 for the attendance line. This call must be made before 10:00 a.m. Classroom instruction at the beginning of the day is vital as it sets the tone and the agenda for learning that day. The first bell rings at 9:00, with the tardy bell sounding at 9:05. It disrupts learning when a student enters the class late. Please make every effort to get your child to school each day and to be on time. Any student who arrives after 9:05 must come to the office to get a tardy slip before they are allowed in class.

Students are not allowed to leave before 3:50 unless parents or guardians sign them out through the office. Parents must come directly to the office and state the reason needed for an early release. Only those persons listed on the child's registration card will be allowed to sign a student out, and identification will be needed. Once again, pulling a child from class early is a serious disruption to the student and their classmates. This, too, is an important time, as teachers are often filling in agenda books and going over requirements for the next day.

EMERGENCY CARD INFORMATION

For the safety of our students, it is imperative that student emergency card information be kept current. In the event of a change of address, phone contacts, or place of employment, please notify the office immediately and the changes will be processed. Students can only be released to those listed on their cards. An ID is required to pick up students to ensure safety. Please do not create a situation where your child is sick or hurt and we cannot contact you.

BUS TRANSPORTATION

School bus transportation is provided by Durham School Services. Their number is 891-8966. Students may only ride the bus they are assigned, and they must use the designated stop on their route. If parents have any requests for changes to their child's bus transportation, they must call the RRPS transportation department. Their number is 896-0667, ext. 134.

STAPLETON SCHOOL BUS DISCIPLINE PLAN AND RULES

The school bus is an extension of the school campus. All school rules are in effect and apply. Students may lose bus privileges if bus rules are not followed.

The following rules apply to all students riding the bus, at any time:

- Students must promptly obey the bus driver
- Students must remain seated and keep aisles and exits clear
- Students must occupy the seats assigned to them by the bus driver or attendant
- Students will be courteous and obedient to the driver
- Rough, boisterous, profane actions and behavior will not be tolerated
- No food or drink is allowed on the bus
- Students must not extend their hands, arms, heads or objects through bus windows

The bus discipline consequences apply to all students who violate bus rules.

1st Offense: There will be a verbal warning to the student with a written report to administration, and notification to parents/guardians.

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

3rd Offense: Bus suspensions and additional consequences will result. The length of the suspension will depend on the seriousness of the infraction. Parents/guardians will be notified.

COMPUTER AND INTERNET USE POLICY

Before a student is allowed access to computers and the Internet on campus, parents and students must read and sign an Appropriate Use Policy Form. These forms are distributed at the beginning of the school year. If the student uses the Internet without permission or in an inappropriate manner, consequences will be applied, including warnings, loss of privilege to access the computer, or other disciplinary actions.

TEXTBOOKS AND LIBRARY BOOKS

Students who lose or damage a textbook or a library book must pay for a replacement book. Report cards will be held until all books are returned or payment is made. Students paying for lost books will receive a receipt listing the title of the book and the replacement cost. Students may present the receipt for a refund if the book is found. Monies collected from students for lost or damaged books will be used to purchase new books.

WEAPONS POLICY

The Rio Rancho Board of Education recognizes that the presence of weapons in school not only creates unacceptable risks of injury or death, but also creates a climate that undermines the educational purposes of the schools. Accordingly, it is the policy of the Board of Education to forbid the possession, custody, and use of weapons by unauthorized persons in and around school property. For purposes of this policy, a "weapon" is any firearm, knife, any explosive device, or any other objects (even if manufactured for a nonviolent purpose) that has a potentially violent use, or any "look-a-like" object that resembles an object that has a potentially violent use, if, under the surrounding circumstances, the purpose of keeping or carrying the object is for use, or threat of use, as a weapon.

For purposes of this policy, and for purposes of compliance with the federal Gun-Free Schools Act, a "firearm" is defined as any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer, or any destructive device. Any student found to be in violation of this policy shall be subject to discipline, including long-term suspension and expulsion.

HEALTH ROOM PROCEDURES AND GUIDELINES

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

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

Children are not allowed to carry any medication. All medication will be dispensed according to the Rio Rancho Public Schools medication policy and procedure:

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

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

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

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

RETENTION POLICY

The New Mexico Public Education Department has identified educational content standards as measured by the state assessment programs and established levels of student proficiency. If a student fails to attain a required level of proficiency, the parent or guardian will be notified and a meeting will be scheduled to discuss remediation programs designed to help the student. If the student does not attain the proficiency level upon completion of the remediation plan, administration and the teacher may recommend retention. If parents refuse to allow their child to be retained, they will be asked to sign a waiver for one year. An academic improvement plan will be developed for the child for that year. If at the end of the year, the student does not meet proficiency levels, retention will be carried out, even without parent approval.

OPEN ENROLLMENT POLICY

The Open Enrollment Act in New Mexico allows parents to request a transfer to a school outside of their attendance area. No transportation is provided for transfer students. Transfer requests must be renewed every school year, and are conditional, depending on available space

FIELD TRIPS

Field trips are important part of the educational process and are an enriching extension of classroom curriculum. The following rules apply on all field trips:

- Stapleton school rules and discipline policy are in effect on all field trips.
- Students must have a signed permission slip to go on the trip. Phone consent will not suffice.
- Field trips will be an extension of classroom learning and be educational in nature.

- School buses must be used on the trip. No private vehicles are allowed to transporting students.

Chaperones for Field Trips

- Chaperones must be at least 21 years old. The only exception to this is a parent of a RRPS student who may be under 21.
- Chaperones need to comply with the district dress code and dress appropriately for the activity.
- Chaperones are not allowed to bring younger or older siblings on a field trip.
- Alcohol or tobacco use is prohibited before or during a field trip.
- Chaperones may not search students or their belongings. If a chaperone suspects a problem with a student, they must alert the teacher immediately.
- If any student presents a discipline problem on a trip, the chaperone is to alert the teacher immediately.
- If the activity involves a bus ride, chaperones need to be seated throughout the bus to help monitor safe bus behavior.
- Chaperones need to follow the directions and itinerary set out by the teacher.
- Chaperones need to remain with their assigned group for the entire field trip activity.

PARENT/TEACHER ASSOCIATION (PTA)

The PTA is a vital and active part of Stapleton Elementary. The PTA is always looking for active and interested members. Parental participation is highly encouraged at Stapleton. Sharing just an hour of your time can be quite beneficial to our school's needs. Your help is needed and always welcome.

Designated Fridays of the school year are Stapleton Spirit Days. Students and staff are encouraged to dress in the school spirit colors of turquoise and gold. Stapleton School t-shirts and sweatshirts can also be a good way to display Stapleton spirit. These are available for purchase at PTA sponsored activities. Encourage your child to show his/her school spirit and pride by wearing turquoise and gold on Fridays. Fridays are also Pickle and Popcorn Days. Proceeds from the sale of pickles and popcorn support the PTA and classroom activities.

FOOD SERVICES

Sodexo Food Services provides a well-balanced meal for a reasonable cost each day for breakfast and lunch. Menus are sent home with the students each month. Free and reduced lunch prices are available for those families who apply, return the paper work, and are found to be eligible. These forms are available in the office and from the cafeteria manager.

Students may bring money daily for lunch, but parents are encouraged to prepay their child's meals in advance. Payments are accepted in person or may be sent to school with the student. The cafeteria manager handles all lunch accounts. Children are permitted to charge in an emergency, but students are not allowed more than three charges at a time. Parents will be contacted to pay overdue charges and students will be given reminder notices.

STUDENT ASSISTANCE TEAM (SAT)

The NM State Department of Education requires that each school have a process in place for addressing student needs. To meet this requirement, Stapleton operates a Student Assistance Team. Classroom interventions to help students meet success are required. The team consists of an administrator, teachers, and staff members. This team provides support for the classroom teacher of the student once the referral has been made. Parents are a critical part of this team, and will be invited to all the SAT Meetings regarding a student. If further evaluations and interventions are needed, the Multidisciplinary Team (MDT) will be called upon to provide more support and assistance.

STUDENT PLACEMENT AND CLASS CHANGE POLICY

Staff and administrators make decisions for placement based on data from student performance measures, classroom teacher information, and parent comments on registration forms. The following is the policy for class changes:

- No student will be moved within the first four weeks of school. Only the principal can make an exception to this policy.
- No changes in class placement will be considered until the classroom teacher and the parents involved have met and discussed concerns.

Stapleton Signal and Website:

Please read the Signal published each week and visit our website at www.rps.net to keep informed about activities and events.

