

VISTA GRANDE ELEMENTARY SCHOOL

7001 CHAYOTE ROAD
RIO RANCHO, NEW MEXICO 87144
TEL:(505)771-2366 FAX:(505)771-2369
WEB PAGE: www.rrps.net LINK: Schools
LINK: Vista Grande Elem.

“Together, we are here to learn.”

2008-2009 PARENT/STUDENT HANDBOOK



Dear VGES Families,

We consider it a privilege to be a part of your children's world and are proud of our school and school community. We are providing this handbook to you to help you get familiar with your school. We encourage you to read and go over this handbook with your child so all are aware of the policies and procedures in place at Vista Grande and keep it handy in the event you have questions or concerns.

Our motto at Vista Grande is, "Together, we are here to learn." We believe the most promising strategy for achieving the goals of Vista Grande Elementary is to develop our capacity to function as a professional learning community. We envision a school in which staff and community:

- Unite to achieve a common purpose and clear goals
- Work together in collaborative teams
- Seek and implement promising strategies for improving student achievement on a continuing basis
- Monitor each student's progress
- Demonstrate a personal commitment to the academic success and general well being of all students



In order to advance our shared vision of an exemplary school, we will:

- ⇒ Help all students achieve the intended outcomes of the curriculum by identifying and addressing their individual needs and learning styles.
- ⇒ Provide an inviting school wide environment for children - an environment with clear expectations, consistent consequences, and specific, articulated, academic goals.
- ⇒ Maintain high expectations for all children and recognize that all students, with help and support, can learn.
- ⇒ Collaborate with one another and our students so that we can achieve our collective goals more effectively.
- ⇒ Promote a positive school climate by modeling the qualities and characteristics that we hope to instill in our children.
- ⇒ Embrace collective inquiry to clarify the purpose of a professional endeavor, research effective methods and strategies collectively, and find, implement, and test best practices for achieving a stated purpose.
- ⇒ Involve parents in the education of their children by keeping them informed of student progress, offering suggestions for assisting their students, and encouraging their contribution.
- ⇒ Honor a professional and collaborative environment by committing to professional obligations.
- ⇒ Identify children who are low performing and work together to see that they make progress towards meeting our high expectations.
- ⇒ Identify children who are high achievers and provide opportunities for enrichment or advancement so they can continue to grow academically to fulfill their own potential.

We encourage you to be actively involved and help us continue to create a culture of collaboration to meet the needs of all stakeholders of the Vista Grande community.

Sincerely,

Trent Heffner
Principal

Families Whose Children are Doing Well in School:

1. Establish a daily family routine: Provide time and a quiet place to study, assign chores, be firm about times to get up and go to bed, and have dinner together.
2. Monitor out of school activities: Set limits on TV, check in when parents are not at home, and arrange after school activities and supervised care.
3. Model the value of learning, self-discipline and hard work: Conversation and action showing that achievement comes from working hard. Read, write, use math and share your actions.
4. Express high but realistic expectations for achievement: Set goals and standards appropriate for the child's age and maturity; recognize and encourage special talents, and inform friends and family about successes.
5. Encourage children's development and progress in school: Maintain a warm, supportive home, show interest in child's progress, help with homework, and stay in touch with teachers.
6. Read, write and discuss among family members: Read, listen to children read, discuss what is being read, tell stories, share problems, and write letters, lists and messages.
7. Use community resources for family needs: enroll in various programs and lessons, introduce youngsters to various role models and mentors, and use community resources.

Source: Ann Henderson and Nancy Berla, ed., *The Family is Critical to Student Achievement*, Washington: Center for Law and Education, 1875 Connecticut Ave. N.W., Washington, D.C. 20009.

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Definition of an Attendance Day—Students are considered to be in attendance when in class or in a school-approved activity. If a student attends school for one-half or less of the total instructional time, the student will be counted as having attended for one-half day. The one-half day mark is at 12:30 pm (11:05 on Wednesdays) If the student attends school for more than one-half of the total instructional time, the student will be counted as having attended for a full day. Perfect attendance is for students who are at school on time everyday with no early dismissals.

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

Absences will be excused for the following reasons: doctor's appointment (please bring in doctor's note), illness (a doctor's note is required after 3 days consecutive absences) , a death in the family, emergency, religious commitment, diagnostic testing or other circumstances approved by the school administrator. Vacations are considered unexcused absences. A written request to the principal may be considered (Absences due to vacations will not be excused even if work is made up unless principal has excused the absence).

Reporting a Student Absent

If your child will be absent, please call the Attendance Line 771-2366 option #1 before 9:30 am on the day of the absence and leave the following information:

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

The administrative office will make a safe call to check on any child who does not have a parent reported absence.

RRPS Attendance Policy

- * When a student is absent, contact your child's teacher and request make-up work. Please allow a 1 day turn around time. All Teachers have voice mail. Your child will have as many days to make-up the work as he/she was absent. (i.e. 3 days absent/3 days to make-up work)
- * When a student accrues 10 or more excused absences or 3 unexcused absences, the principal will send a letter to the parent/guardian stating specific attendance policies.
- * When a student has 10 or more unexcused absences during a semester, the case may be referred to the Probation Services Office as possible violation of the New Mexico Compulsory Attendance Law.
- * When a student has received 10 consecutive absences during the school year, the child will be automatically disenrolled.

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 a tardy cannot be avoided, a **parent must** bring the student into the building to receive a tardy slip. **For safety reasons please do not drop your student off and let him or her walk in unsupervised.** Your child's safety is very important to us. No student will be admitted after 9:00 am to class without a note from the office. An exception will be made in the case of a late bus and this will be announced to staff.

Excusing Children From School - A child is not permitted to leave the school grounds before regular dismissal without parent/guardians checking them out, in person, through the office. Parents are to come directly to the office, sign their child out, and the child will be called from the classroom. Students may not wait in the office for parents to arrive.

Parents are not to go directly to the classroom. Try to schedule doctor and dentist appointments after 4:15 pm or on Wednesday afternoons if possible. No one may check your child out of school unless they are listed on the registration card or you have notified us in writing prior to the dismissal with verbal verification. Students will not be released after 3:30 PM without permission of the principal or his/her designee.

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

Supervision of students begins at 8:45 am and ends at 4:15 pm. Staff members are not monitoring students prior to or after that time. If your child is consistently arriving early, walks to school early or is picked up late, you will receive notice from the principal, and may be charged a babysitting fee of \$11.00 an hour. Please be advised that consistently allowing your child to be unsupervised before and after school hours constitutes neglect and the Department of Public Safety may be called.

If you have an appointment with a staff member or are volunteering in the school, remember to park in the parking lot on Chayote Road. Please do not park in the drop-off lane. You will block access for families dropping off children. "Reserved Visitor" spaces are being provided for those parents who may need to arrive early to pick up children due to appointments.

Students should only be picked up and dropped off along the curb of the parking lot off of Chayote Rd. The parking lot off of Boulder is for busses only. **Cars parked in the bus parking lot on the south side of the school will be towed away. Please, please, for the safety of everyone do NOT use the cell phone or be distracted in any way when students are present while picking up your child.**

Drop-Off Procedures:

You may park in the parking lot on the east side of the administration building (off of Chayote Rd) and walk your child across the crosswalk. If you choose to drop your child off from your vehicle, please pull your car as far forward as possible along the red curb to allow cars to fill in behind you. Students should exit the vehicle on the right side of the vehicle only. Please help keep the traffic flowing by having students ready to get out with bags in hand when the car comes to a stop. Students may be dropped off at anywhere along the curb. Please do not park along the dirt road near the bus parking lot exit as this area is not safe for pedestrian traffic. Once your student leaves your vehicle he or she is to stay on the side of the yellow line away from traffic. **Students are not allowed to be dropped off without being accompanied by an adult anywhere but the drop-off lane.**

Pick-up Procedures:

You may park in the parking lot on the east side of the administration building (off of Chayote), meet your child in front of the building, and walk your child **across the crosswalk** to your car. If you choose to wait for your child in your vehicle, please pull your car as far forward as possible along the red curb to allow cars to fill in behind you. Once your child has entered your vehicle, please pull out and exit the parking lot. If the car in front of you has pulled out and you are still waiting, please pull forward to allow cars behind you to pull to the curb. Students may enter vehicles anywhere along the curb. Please do not park along the dirt road near the bus parking lot exit as this area is not safe for pedestrian traffic.



Enchanted Hills Blvd/Boulder. Student Drop-Off

Children will not be allowed to exit at the Enchanted Hills Blvd. area. Large trucks and other vehicles drive on this road and it is **not a safe supervised** area. We are not responsible for cars parked in this area or for children that might be picked up by parents parked in this area. All children must be accompanied by an adult family member in this area. Students that live in the Chaco Ridge area must cross at the intersection of Chayote and Enchanted Hills Blvd. A crossing guard is on duty at this intersection before and after school.

Older Siblings Picking Up Children from School - Middle school and high school students are **NOT ALLOWED ON THE CAMPUS** unless accompanied by a parent. Special permission may be granted by the principal for those middle school students who need to pick up younger siblings. While waiting for siblings they must display respectful and appropriate behavior. Offenders will be warned one time then will be reported to DPS. If a middle or high school student is on campus to volunteer in a classroom, with permission from a teacher, they must sign in at the front office first and obtain a visitor tag.

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

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

Radio: KOB AM770 KRST FM 92.3 KOB FM 93.3

TV: KOB Channel 4 KOAT Channel 7 KRQE Channel 13

You may also visit our website: www.rrps.net

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. The buses will then begin the "Three Tiered" bus schedule beginning with the high school, then middle schools, and concluding with the elementary schools. Families should have alternate arrangements for their children in this event. Bus students will go home on the bus 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. We realize that many of our families work in Albuquerque or Santa Fe and will not be able to pick their 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, then let the school know in writing.

Bicycle/Scooter Safety

Children are permitted to ride bicycles or scooters to school. To ensure their safety, the following rules must be followed. Please discuss them with your child.

- * Children may ride their bicycles or scooters on public roads, but *must walk bikes and scooters any time they are on school grounds.*
- * Bicycles must be stored on the bicycle rack and secured with a lock. Scooters must be folded up and kept in back packs or secured at the bicycle rack.
- * Children are strongly encouraged to wear helmets while riding bicycles.

Before and After School Programs**Students Achieving For Excellence (SAFE) Before and After School Program**

For children K-5th Grade

Limited to 75 students per site

Contact: Rey Cordova, SAFE Program Manager

(505) 896-0667 ext. 209 or Dawn Jones at ext. 237

Vista Grande Site Supervisor: Cara Benta 771-2366 ext. 1314

Before School: M-F 7:00 am - School begins

After School: M-F After School Release - 6:00 pm (Including Wednesdays)

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

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



Consequences for Violations of Bus Rules

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

1. Warning. Referral will be sent home for parents to address. Possible essay or rules to be copied.
2. Parents will be contacted. A minimum one day bus suspension will result
3. Parents will be contacted. A minimum three day bus suspension will result.

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

Bus Arrangements - 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. Emergencies can and will arise, so in that case messages will be promptly delivered. Children who normally ride the bus will always be placed on the bus. The only time they will not is if a written note is given to the teacher alerting him or her of the changes. Children will not be allowed to change buses unless it has been approved by the Student Transportation Office at RRPS (338-0078). Changing buses for social reasons is not acceptable. **All** arrangements must be communicated by the parent to the teacher if any changes are made relating to arrival or departure to/from the school.

School Rules

A safe and orderly environment that supports learning is a goal of both the school and the district. School rules help maintain both. Students learn better when they know what to expect of their surroundings, of the behavior of others and of themselves. Vista Grande Elementary School has adopted the concept of Positive Behavior support (PBS) this year. PBS is a major advance in school-wide discipline which emphasizes proactive strategies for defining, teaching and supporting appropriate student behaviors to create positive school environments.

Parents should read the rules to students and help teach the rules. When parents support the school in expecting appropriate behavior, students have more success, both with behavior and achievement. As well, parents, you are expected to ensure that your child is dressed appropriately for the outside weather conditions they will encounter at the top of a windy hill that is **HOT** in the summer and **COLD** in the winter.

We will be focusing on five major behaviors this year. We will expect the students to be responsible, respectful, safe, positive and kind. The following matrices delineate our expectation in a variety of situations. It is important to note that this is a work in progress and if not all scenarios have been covered in our matrices, students are expected to do the "right" thing.

Positive Behavior Support

Common Area	Responsible	Respectful	Safe	Positive	Kind
All Common Areas	<ul style="list-style-type: none"> *Follow school rules. *Remind others to follow school rules. *Take proper care of all personal belongings and school equipment. *Tell the truth. *Walk directly to destination. 	<ul style="list-style-type: none"> *Clean up after self. *Follow and listen for directions. 	<ul style="list-style-type: none"> *Walk facing forward. *Keep hands, feet and objects to self. *Get adult help for accidents and spills. *Use all equipment and materials appropriately. 	<ul style="list-style-type: none"> *Be thankful. *Speak politely. *Display a positive attitude. 	<ul style="list-style-type: none"> *Use kind words and actions. *Use good manners.
Line Behavior	<ul style="list-style-type: none"> *Eyes and body facing to front. *Keep the line together. *Report problems to your teacher or an adult. 	<ul style="list-style-type: none"> *Wait patiently. *Use quiet voices. 	<ul style="list-style-type: none"> *Keep hands by your side. *Always walk. *Listen for directions. *Hold the door open for the person behind you. 	<ul style="list-style-type: none"> *Say "Thank You" to the door holder. *Speak and walk politely. 	<ul style="list-style-type: none"> *Keep your hands off the wall and table. *Use good manners.
Cafeteria	<ul style="list-style-type: none"> *Wait quietly in line. *Keep the line moving. *Wait to be excused as a class. *Get all utensils, milk, etc. when first going through the line. *Make good choices and eat what you take. 	<ul style="list-style-type: none"> *Use quiet voices. *Clean up after self. *Stay in order and speak your name clearly. *Respect others personal space. *Dispose of food and tray properly. 	<ul style="list-style-type: none"> *Keep all food to self. *Sit with knees under the table, bottom on bench, and facing forward. *Enter and exit according to traffic pattern. 	<ul style="list-style-type: none"> *Be patient. *Be grateful for the choices you have. 	<ul style="list-style-type: none"> *Say "Please" and "Thank You". *Don't save seats. *Use kind words and appropriate language.
Playground/ Recess	<ul style="list-style-type: none"> *Use bathroom pass for leaving the area. *Get a pass from a duty and return it to a duty. *One person per pass. *Use bathrooms by the gym only. *Be prepared for the weather and take your items with you when you leave. 	<ul style="list-style-type: none"> *Play fairly. *Include others. *Respect the equipment and environment. *Share the equipment. *Follow the rules. *Put your trash in the trash can. 	<ul style="list-style-type: none"> *Walk to and from the playground. *Stay within boundaries. *Be aware of activities/games around you. *No play fighting or real fighting. *What is on the ground STAYS on the ground (rocks, woodchips, sand, ice, snow, etc.) *Use all equipment and materials appropriately. *Get adult help for accidents. *Football is not allowed. 	<ul style="list-style-type: none"> *Resolve problems with words. *Use mediators. 	<ul style="list-style-type: none"> *Include others. *Make new friends.
Passing Areas Halls Sidewalks Portable Areas	<ul style="list-style-type: none"> *Walk at all times. *Stay on sidewalks. *Walk directly to your destination. 	<ul style="list-style-type: none"> *Hold the door open for the person behind you. *Use quiet voices. 	<ul style="list-style-type: none"> *Follow the traffic pattern. *Stay with your group. 	<ul style="list-style-type: none"> *Say "Thank You" to the person holding the door. 	<ul style="list-style-type: none"> *Be courteous to others. *Say "Excuse Me".

Positive Behavior Support (Continued)

Common Area	Responsible	Respectful	Safe	Positive	Kind
Bathrooms	<ul style="list-style-type: none"> *Flush toilet after use. *Return to room promptly. *Use a bathroom pass. *Use appropriate amount of supplies. *Report problems to your teacher or an adult. 	<ul style="list-style-type: none"> *Knock on stall door before entering. *Give people privacy. *Use quiet voices. *Keep area and walls clean and unmarked. *Use correct bathroom. 	<ul style="list-style-type: none"> *Keep feet down. *Keep water in the sink and turn water off when you're done. *Wash and dry hands. *Put your trash in garbage can. 	<ul style="list-style-type: none"> *Be patient. 	<ul style="list-style-type: none"> *Wait your turn.
Arrival and Dismissal Areas	<ul style="list-style-type: none"> *Arrive on time. *Line up as soon as the first bell rings. *If late report to the tardy table and go straight to class. *Leave on time. *Get teacher/office permission to use the phone when not picked up on time. *Have all your supplies/work. *Watch and wait for your ride in the dismissal area. *Walk directly to the dismissal area. 	<ul style="list-style-type: none"> *Clean up after self. *Follow adult directions. *Respect the environment. 	<ul style="list-style-type: none"> *Stay behind the yellow line in pick up area. *Get in and out of vehicle on the curb side. *Use bike rack and wear a helmet. *Walk next to bike and scooters on school grounds. *Use sidewalks. *Use crosswalks. *Wait in designated areas. *Let an adult know who is picking you up or how you are getting home if plans change. 	<ul style="list-style-type: none"> *Wait patiently. 	<ul style="list-style-type: none"> *Use kind words and actions until you reach your destination.
Special Events & Assemblies	<ul style="list-style-type: none"> *Follow school rules. *Take proper care of all personal belongings and school equipment. 	<ul style="list-style-type: none"> *Use audience manners. *Sit on bottom. *Be quiet. 	<ul style="list-style-type: none"> *Wait for arrival and dismissal signal. *Stay with your class. 	<ul style="list-style-type: none"> *Wait patiently. *Applaud appropriately. *Be appreciative. *Listen with an open mind and have a good attitude. 	<ul style="list-style-type: none"> *Be attentive.
Fieldtrips	<ul style="list-style-type: none"> *Arrive and leave on time. *Take proper care of all personal items. *Turn in permission slip and money on time. *Dress appropriately for the event. 	<ul style="list-style-type: none"> *Follow adult directions. *Respect the environment that you are in. 	<ul style="list-style-type: none"> *Follow all school rules from the start of the trip to the end. *Stay with your assigned adult. *Follow bus rules. 	<ul style="list-style-type: none"> *Listen with an open mind and have a good attitude. *Represent VGE with pride. 	<ul style="list-style-type: none"> *Use good manners.
Bus	<ul style="list-style-type: none"> *Once you are on the bus stay in your seat until you are dropped off. *Use quiet voices. 	<ul style="list-style-type: none"> *Follow directions from the bus driver the first time given. *Keep hands, feet, and objects to yourself. 	<ul style="list-style-type: none"> *Remain seated in your assigned seat at all times. *Keep all parts of your body and objects in the bus. 	<ul style="list-style-type: none"> *Be patient. *Have a good attitude. 	<ul style="list-style-type: none"> *Use appropriate language. *Treat each other with respect.

Positive Behavior Support (Continued)

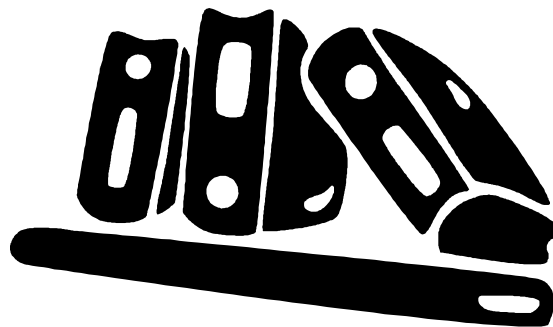
Common Area	Responsible	Respectful	Safe	Positive	Kind
Nurse and Office	<ul style="list-style-type: none"> *Get permission from an adult to go to the nurse or office. *Go directly to the nurse or office. *Be honest about the reason you are there. *If you are walking with a friend to the nurse or office go straight back to where you came from. 	<ul style="list-style-type: none"> *Say "Please" and "Thank You." *Listen. *Follow directions given. 	<ul style="list-style-type: none"> *Go only when necessary. *Keep your hands to yourself. 	<ul style="list-style-type: none"> *Be patient. *Wait for an adult to help you. 	<ul style="list-style-type: none"> *Use respectful language. *Give others privacy.
Disaster and Fire Drills	<ul style="list-style-type: none"> *Be silent. *Listen for and follow adult directions immediately. 	<ul style="list-style-type: none"> *Keep your hands to yourself. 	<ul style="list-style-type: none"> *Walk to assigned location. *If you are not with your class let an adult know. 	<ul style="list-style-type: none"> *Take all emergency situations and drills seriously. 	<ul style="list-style-type: none"> *Help others be safe.

Vista Grande Elementary School Rules and Expectations for Classroom Routines

School Rule	Responsible	Respectful	Safe	Positive	Kind
Expected Student Behaviors	<ul style="list-style-type: none"> *Follow school rules. *Remind others to follow school rules. *Take proper care of all personal belongings & school equipment. *Tell the truth. *Follow game rules. *Be prepared and ready on time. 	<ul style="list-style-type: none"> *Wait for your turn. *Clean up after self. *Follow adult directions. *Respond appropriately to others. *Be silent when signal is given. *Be an active listener. *Use correct names and titles. 	<ul style="list-style-type: none"> *Walk facing forward. *Keep hands, feet & objects to self. *Get adult help for accidents & spills. *Use all equipment & materials appropriately. *Use designated doors. *Get permission to leave the location that you are in. 	<ul style="list-style-type: none"> *Work hard and try your best. *Display a positive attitude. *Come to school ready to learn. *Be thankful. 	<ul style="list-style-type: none"> *Use appropriate words and actions. *Help others appropriately when needed. *Share appropriately. *Use good manners.

Guideline for Classroom Routines

Starting the day	Teacher greets each child as they enter and children greet each other Put personal belongings in designated areas Turn in homework Put instructional materials in desks Sharpen pencils and gather necessary materials for class Be ready to start class on time
Entering the classroom	Enter the room quietly Use a conversational or 'inside voice' Keep hands, feet, objects to self Walk Move directly to desk or designated area Sit quietly and be ready for class
Working independently	Select area to work Have materials ready Work without talking Raise hand to ask for help Keep working or wait patiently for assistance when the teacher is helping someone else Move quietly around the room when necessary Put materials away when finished; clean up after yourself Begin next activity when finished
Asking for help	Always try by yourself first Use the classroom signal for getting assistance Keep working if you can or wait quietly Remember the teacher has other students that may also need help
Taking care of personal needs	Follow the class signal for letting the teacher know you have a private concern Let the teacher know if you need immediate help or if you can wait a while Try to speak to the teacher privately and quietly if you do not want other students involved
Completing & returning homework	Collect your work to take home Complete work, get parent signature when needed Bring work back to school Return work to homework basket



The Rio Rancho School Board has a weapons policy in an attempt to protect students and staff in our schools. Rio Rancho Public Schools must comply with the state's Gun Free Act or risk losing funds. New Mexico requires schools to expel students for one year for carrying guns, knives, or any items used as weapons. Therefore, we are asking for help from the entire community as we continue to keep weapons and look-alike weapons out of 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.
- * It is against the law for students to bring weapons to/or have weapons at school.
- * Bringing weapons onto a campus is a felony.

Rio Rancho Public Schools Substance Abuse

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

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

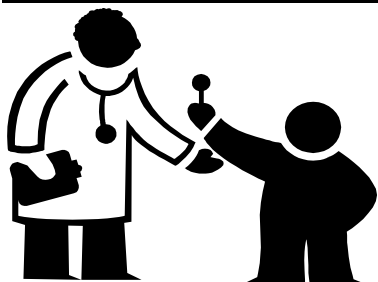
In accordance with the New Mexico Board of Education Regulation 81-3, the Rio Rancho Public Schools supports a policy which prohibits students from using, possessing or distributing of alcohol and/or other harmful and illegal substances on school property, at the bus stop or at school activities.

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

Health Office

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

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



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

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

Immunizations

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

Insurance

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

Related Arts (Physical Education, Music, Art, Library & Computers)

Vista Grande Elementary has excellent music, physical education, and art programs. We believe related art classes are in important aspect of a well-rounded education and directly support the academic standards held for all students. Students attend RA classes regularly - as much as the schedule will permit. It is expected that all children will participate in the classes and performances as part of their grade.

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

Music - Some performances take place in the evening and your child is expected to participate. If this is impossible, you must contact the Music teacher and obtain alternate assignments to complete the grade.



Art - Students attend Art classes as much as the schedule permits. Periodically the Art teacher will put requests for supplies and materials in the Grizzly Growl.

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

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



ELEMENTARY 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; and 3. 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, or not to exceed 180 minutes per week.</p>
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	<p>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.</p> <p>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.</p>
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	<p>For students in grades K-2, homework should not influence any certain subject grade. However, it should be monitored for study skills performance.</p> <p>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.</p> <p>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.</p>

GUIDELINGS FOR HOMEWORK HELP

So You Don't Work Harder Than Your Child!

Set aside a time each day for family learning.

Set aside at least 30 minutes, devoted to "family brain cell development." During this time, there should be no TV, video games, computer games, etc.

Model your own excitement for learning by reading a book, writing letters, etc.

Your child may learn by doing their homework, reading about something they love, writing stories, etc.

Help only when your child truly wants it.

Some parents make the mistake of forcing help upon their kids. This only creates frustration, anger, and kids who believe they can't learn without their parents help.

Help only when there's an absence of anger or frustration.

When either you or your child gets frustrated or angry, learning becomes associated with frustration and anger.

Help only when your child can describe what the teacher said.

This ensures that your child continues to believe that it's important to pay attention to teachers.

Unfortunately, some kids learn that it's best to "tune-out" at school and let their parents do all of the teaching at home.

Move away from your child before he/she "gets it."

Some children believe they can only learn something, or "get it," when an adult is in the same room...or is guiding them every inch of the way.

To prevent this dependency, avoid falling into the habit of sitting at the table as your child does their homework, especially when they are on the brink of learning something new.

The Cardinal Rule for Helping:

Never Work Harder Than Your Child.

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The Love and Logic Institute, Inc.
For more information, phone 800-338-4065
Or visit www.loveandlogic.com

All lost items are to be turned into the Lost and Found which is located in the hallway adjacent to the gym. Students are encouraged to check for all lost items there. Parents are reminded that a child's name needs to be on 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. The Lost and Found is cleaned out at winter break, spring break, and at the end of the year. All items are given to Storehouse West.

Personal Possessions

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

Internet Access

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

Before a student is allowed to access the Internet, parents and students will be required to read, sign and return the Rules of Appropriate Use form once, during each school year. This document will be distributed early in the school year. Parents may decline to allow their child access to the Internet. If a student uses the Internet without permission or in an inappropriate manner, any school personnel may invoke the following consequences:

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

Food Services

The cafeteria is set up to serve a buffet type lunch. The contractor working with Rio Rancho Public Schools this year is Sodexo-Marriott. You may access the lunch menu on line at www.rpps.net. Click on school lunch menus on the right side of the page.

If your child chooses to eat lunch in our cafeteria, please have your child bring a check to pay on a weekly or monthly basis. Make checks payable to: Rio Rancho Public Schools. This saves time and helps with our bookkeeping procedures. Prices for 2008-09 may vary but as of printing date are:

	Regular	Reduced	
Breakfast -	\$0.75	\$0.30	Adults Breakfast - \$1.25
Lunch -	\$1.75	\$0.40	Adults Lunch - \$2.75
Milk -	\$0.40		Additional Entrée - \$1.25
Juice -	\$0.35		

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. If you think you may qualify for free or reduced lunch/breakfast, please fill out a form in the office. All of the information is confidential. The number of children that participate in the free and reduced lunch program help our school qualify for extra federal funding for the Title I Reading Program. If you do not want to participate in the free or reduced breakfast/lunch program and you qualify, it still supports the schools opportunity for additional funding.

Popcorn Sales: Wednesdays

Popcorn sales are every Wednesday during lunch in the cafeteria. The cost for a bag of popcorn is 25 cents. Popcorn days are sponsored and run by the PTO and classroom parent helpers. Volunteers are needed on Wednesdays, anytime between 9:00am and 1:00pm. Please contact the PTO, at 771-2366 ext. 1111.



The school newsletter, *The Grizzly Growl*, will be sent home bimonthly with your youngest or only child. It is very important that you look for this publication and read it. It is our way of keeping you informed of the activities going on in the school and community. Teachers will send home monthly or weekly newsletters as well. All information can also be accessed on our website: www.rrps.net, click Schools, then click VGES.

Progress Reports , Report Cards and Parent Teacher Conferences

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

Visiting Your School

You are always welcome at Vista Grande Elementary School. Please park in the east lot on Chayote Road and walk to the Administration Building where you can enter through the south door. **ALL VISITORS MUST SIGN IN AT THE FRONT OFFICE.** This is for the safety of your children. We have special visitor tags for anyone who is here to work with our children. You will be asked to leave your keys or drivers license to secure sign out.

The goal of Vista Grande Elementary is to provide the best and safest learning environment possible for your children.

Student Placement & Class Change Policy

Many hours are spent carefully placing students into classrooms. This is done primarily by teachers with input from the site specialist, the counselor and administration. 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 regard to gender, reading ability, special needs, and behavior issues.

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

The placement process is good but not perfect. In the event that you have concerns about your child's placement, 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 conferenced at least three times to address the concerns of parent or teacher. The counselor may be invited to assist or mediate.
- * Parents and classroom teacher must agree another placement is what is best for the student.

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

- If a change should be made.
- If space is available in another classroom.
- If the receiving teacher is appropriate for the student.
- If the Student Assistance Team needs to help with strategies.

8:45 AM	Staff on Duty
8:57 AM	First Bell- Students Line Up
9:00 AM	Tardy Bell
12:45 PM	Wednesday School Dismissal
4:00 PM	Monday, Tuesday, Thursday and Friday Dismissal
4:15 PM	Staff off Duty

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. Please read the counseling services brochure as an introduction to the counselor's role.

School Governance Council

Site Council is the leadership body of the school. The Council consists of an elected/ appointed representative from each of the following groups: Grade Level Chair, Special Education, Educational Assistant, Support Staff, Parents, Administrators, academic champions and, as needed, a student council representative. Members may be elected/ appointed to consecutive terms. Through this council, activities are planned, decisions are made and various curriculum issues are discussed and implemented.

Baldrige

Rio Rancho Public Schools is committed to the Baldrige initiative. The Baldrige Criteria for Performance Excellence is a framework for continuous improvement aimed at getting the results that are important to an organization. The framework is designed to help organizations use an aligned approach to performance management. Vista Grande Elementary utilizes the core values and principles of Baldrige in order to guide the school in the vision of student excellence.

VGES PTO (Parent Teacher Organization)

PTO Officers for the 2007-2008 School Year:

President- Sabrina Abeyta	
Vice President- Tracy Martinez	
Membership- Cassandra Dennis	
Recording Secretary- Jo Chabot	
Corresponding Secretary- Lisa Chavez	Grant Writer - Kathy Watson
Treasurer- Lia Ragsdale Kim Gray	Staff Rep—Jo Chabot
Parliamentarian- Kim Matias	Information and Publicity—Charlotte Nardi



Please consider becoming a member of our PTO. Membership is only \$5.00 per person and every dollar goes directly to the school to purchase books, software, playground equipment and anything else the school might need.

Important Phone Numbers

Vista Grande Elementary School:	771-2366			
Vista Grande Elementary FAX:	771-2369			
Menu Selections:	Attendance Option 1	Counselor:	Option 4	Office: Option 0
	Nurse Option 2	Site Specialist:	Option 5	VGE SAFE: Ext. 1314
	Cafeteria Option 3	Social Worker:	Option 6	VGE PTO: Ext. 1111
RRPS—District Office:	896-0667	SAFE Before and After School:	896-0667 Ext. 209	
RRPS- District Office Fax:	896-0662	Durham Transportation:	891-8966	
(All contact info available on our website: www.rrps.net →school→Vista Grande Elementary)				

In order to contact a teacher/staff member at Vista Grande, please dial 771-2366. When prompted, please enter the appropriate extension number. Please note, teacher's extensions will go directly to voice mail during instructional periods.

Kindergarten

- 1192 Andrea Spina
- 1192 Cindy Selph - EA
- 1196 Ryan Paulson & Hope Gilbert
- 1196 Donna Kohler - EA
- 1196 Nina Thompson- EA
- 1197 Jo Chabot
- 1197 Nancy Buffalow - EA
- 1201 Janette Gallegos
- 1201 Helen Trujillo - EA
- 1205 Debbie Talik
- 1205 Doris Velazquez - EA
- 1206 Amy Gallardo
- 1206 Glenda Sanchez - EA

First

- 1155 Meghan Slavec & Mandy Thackerson
- 1155 Margaret Martinez
- 1156 Tammy Todd
- 1157 Becky Weaver
- 1184 Jessica Cozza
- 1190 Kathy Shallenberger
- 1191 Bonnie Griffith

Second

- 1163 CJ Carrazco
- 1163 Kimberly Hall -EA
- 1164 Julie Olkonen
- 1177 Dorothy Harris
- 1178 Kim Ulibarri
- 1182 Sharon Ulibarri
- 1183 Jennifer Cordova

Third

- 1166 Hollie Revelles & Anna Palacio
- 1166 Coleen Van Guilder - EA
- 1167 Sarah Jones
- 1169 Sarah Cobos
- 1170 Fred Martinez
- 1173 Joyce Perez
- 1174 Connie McDaniel

Fourth

- 1306 Erin Lloyd
- 1316 Merry Wadsworth
- 1317 Shani Silver
- 1318 Christine Reed
- 1318 Maryann Montross - EA
- 1319 Lynnette Kruse
- 1320 Becky Passmore
- 1321 Dana Petro

Fifth

- 1167 Chris Cole
- 1304 Elizabeth Horton
- 1305 Kelly Pearce
- 1307 iffany Bem,
- 1312 Tamara Legendre
- 1313 Jennifer Ortiz & Alicia Bigger
- 1313 Sherry Sparks - EA
- 1313 Amber Morrell - Student Teacher

Special Education

- 1207 Jennifer Holzouser - Small Group Sp Ed
- 1207 Vickie Taylor - Small Group Sp Ed EA
- 1207 Tammra Hindmarsh - Small Group Sp Ed EA
- 1207 Debbie Kennedy - Small Group Sp Ed EA
- 1144 TBD - Site Specialist
- 1155 Mandy Thackerson - 1st Grade Inclusion
- 1163 CJ Carrazco - 2nd Grade Inclusion
- 1166 Anna Palacio - 3rd Grade Inclusion
- 1196 Hope Gilbert - Kindergarten Inclusion
- 1302 Laura Thomas - Gifted/Resource
- 1313 Alicia Bigger - 5th Grade Inclusion
- 1318 Christine Reed - 4th Grade Inclusion

Support Staff

- 1129 Sam Kramer - Physical Education
- 1129 James Garcia - Physical Education
- 1147 Yvette Lujan-Flores, ESL
- 1147 Renee Rubalcaba - ESL (Half Time)
- 1151 Tracy Novak - Library EA
- 1152 Angie Adams - Librarian
- 1165 Luanne Gonzales - Reading Recovery
- 1165 Kim King - Reading Recovery
- 1165 Marie Liebing - Literacy Processing Specialist
- 1180 Jennifer Jablonski - Music
- 1209 Nancy Tecumseh - Ed. Tech. Specialist
- 1211 Karen Wetzal - Workroom EA
- 1213 Georgia Stevens - Counselor
- 1301 Leda Rizzo - Art

Ancillary Staff

- 1114 Alexis Cunningham - Health EA
- 1115 Marn DelaRue - Nurse
- 1142 Melissa Plotner - SLP
- 1143 Julia Lowe - SLP
- 1145 Serena Meyer - Diagnostician (Half Time)
- 1146 Anita Baca - Social Worker
- 1149 Allison Vajda - OT
- 1149 Tracy Perkins - PT
- 1149 Kathleen Fritz - RT

Office Staff

- 1105 Kimberly Johns - Assistant Principal
- 1112 Valerie Rue - Receptionist
- 1113 Trent Heffner - Principal
- 1113 Debbie Berger - Principal's Secretary
- 1116 Natalie Todd - Registrar/Attendance Secretary

Custodial Staff

- 1125 Joe Serna, Foreman

Kitchen Staff

- 1138 Susan Jennings - Kitchen Manager

Additional Rooms

- 1111 Administrative Workroom
- 1111 PTO
- 1126 Discovery Room
- 1151 Library
- 1209 Computer Lab
- 1214 Special Services Conference Room
- 1314 SAFE Schools



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

FABRICS

Clothing must be cotton or cotton blend, wool or corduroy (**NO NYLON, NO KNIT SPANDEX**)

SHIRTS

1. Must be a **SOLID** color - Blue, Green, White, Gray, Khaki (Tan or Olive)
2. Approved styles are:
 - Collared dress shirt (no shirt unbuttoned except for top 2 buttons)
 - Collared polo shirt
 - Turtleneck or mock turtleneck
 - Henley shirt
 - School Spirit T-Shirts (must have School Principal or designee approval)
3. Must be long or short-sleeved (not sleeveless)
4. Must be cotton or cotton blend (no see through material, no shiny material, no denim material)
5. Insignias can be no bigger than 3 inches by 3 inches
6. The two additional **SOLID** colors allowed at our elementary school, Vista Grande, are Apple Red & Royal Purple. No pink, maroon or lilac.

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

PANTS

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

OTHER ATTIRE

1. Must be a **SOLID** color - Blue, Green, White, Gray, Khaki (Tan or Olive)
2. Approved styles are:
 - **Shorts** - no shorter than the point where longest extended finger ends when the student is standing up straight (tight fitting, stretch type are **NOT** allowed). Denim shorts are allowed but must meet style guidelines.
 - **Capri pants** - straight cut. Denim Capri pants are allowed but must meet style guidelines (tight fitting, stretch type are **NOT** allowed).
 - **Skirts** - no shorter than the point where longest extended finger ends when the student is standing up straight. Denim skirts are allowed but must meet style guidelines (tight fitting, stretch type are **NOT** allowed).
 - **Skorts** - no shorter than the point where longest extended finger ends when the student is standing up straight. Denim skorts are allowed but must meet style guidelines (tight fitting, stretch type are **NOT** allowed).
 - **Jumpers** - no shorter than the point where longest extended finger ends when the student is standing up straight. Denim jumpers are allowed but must meet style guidelines (tight fitting, stretch type are **NOT** allowed).

- **Dresses** - no shorter than the point where longest extended finger ends when the student is standing up straight. Denim dresses are allowed but must meet style guidelines. (tight fitting, stretch type are **NOT** allowed)
- 3. Insignias can be no bigger than 3 inches x 3 inches
- ◆ **NOTE: SLITS in Skirts, Dresses, or Jumpers can be NO higher than the point where longest extended finger ends when student is standing up straight.**

ACCESSORIES

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

OUTERWEAR

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

Note: Jackets must be appropriately sized and may not be worn in any way that reflects gang affiliation or conceal contraband. No trench-coats or dusters may be worn.

FOOTWEAR

There are no specific color or style requirements for shoes and socks, however, all students should wear appropriate footwear. Shoes with wheels are not appropriate for school and are not allowed.

EXCEPTIONS

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

PROHIBITED

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

CONSEQUENCES FOR NON-COMPLIANCE

- 1st Infraction Warning and notice sent home. Change of clothing may be requested.
- 2nd Infraction Warning and contact parent/guardian by phone. Change of clothing may be requested.
- 3rd Infraction Contact parent/guardian by phone and student will receive one full day of in-school suspension.
- 4th Infraction Contact parent/guardian by phone and student will receive two full days of in-school suspension.
- 5th Infraction Contact parent/guardian by phone and student will receive one full day of out-of-school suspension.
- 6th Infraction Suspension pending hearing.

Families in need of financial assistance can contact their school or school district office for a School Wear Assistance Application. Your school can answer specific questions. You may also call 896-0667 Ext.120 or Ext. 171 or email us at schoolwear@rrdo.rrps.k12.nm.us

Children may normally wear shorts from April 1st through November 1st. This policy will be subjected to an annual evaluation and review in manner to be determined by the Rio Rancho Board of Education.

A Year At-a-Glance

Dates and times are subject to change

August 13-15	Student Testing
August 18	First Day of School K-5 8:57 - 4:00 PM
August	General PTO Meeting—refreshments served! Please come.
September 1	Labor Day Holiday - No School
September	Curriculum Night 6:00 - 7:30 PM
September 11	Fall Pictures
October	ABQ Aloft 7:00 AM
October 8-9	Teacher Inservice - No School
October 9	Fall Break - No School
October	Book Fair
October 15	End of First Quarter
October	Fall Carnival 5:00—8:00 PM
November 3-4	Parent Teacher Conference—No School
November	Thanksgiving Meal - Grades K-2
November	Children's Book Week
November	Paws, Read and Write 5:00 - 7:30 PM
November	Spelling Bee
November 26-28	Thanksgiving Day Holiday
December	Holiday Meal - Grades 3-5
December	Holiday Shop - PTO
December 19	End of Second Quarter
December 22-31	Winter Break
January 1-2	Winter Break
January 5	Planning Day: Grades K-7 - No School
January 6	Classes Resume
January 19	MLK, Jr. Holiday

A Year At-a-Glance

Dates and times are subject to change

February 13	Teacher Inservice - No School
February 16	Presidents Day Holiday/No School (*Weather Make Up Day)
March 11	End of Third Quarter
March	Book Fair
March 19—20	Parent Teacher Conference—No School
March 22 - 27	Spring Break
April TBD	Spring Pictures
April 10	Holiday - No School
April TBD	Volunteer Tea
May 6	National Teacher's Day
May 4-8	Staff Appreciation Week
May 18	RRHS Graduation
May 22	Last Day of School for Students
May 25	Holiday
May 26-27	*Weather Make Up Day

* Plans that cannot be changed should not be made for Weather Make Up days.



Under the provisions of Title IX, Education Amendments of 1972, public school must make sure that all students, regardless of gender, have equivalent opportunities to participate in athletics, academics, and training programs. RRPS Title IX Coordinator is responsible for overseeing compliance with the provisions of Title IX and for investigating complaints. For further information, contact RRPS Title IX Coordinator, Tonna Burgos at the Rio Rancho Public Schools District Office, 500 Laser Rd. NE, Rio Rancho, NM 87124, (505) 896-0667 Ext 129.

Section 504

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

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

RRPS Board Policy and State Department of Education

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

Electronic Devices

Items such as radios, walkmans, MP3 players, pagers, laptop computers, cellular phones, Gameboys, CD players, miniature televisions, or any similar devices are not allowed to be used on campus between 8:40 AM and 3:50 PM without written permission of an administrator. Camera cell phone are never permitted on campus. The parent on the first offense can pick up equipment items; subsequent offenses will result in the item being held until the end of the school year. VGES will not be responsible for the loss or damage of any personal electronic devices.

