

# Eagle Ridge Middle School

800 Fruta Rd.  
Rio Rancho, NM 87124-3989  
505-892-6630

Ms. Debby Morrell, Principal  
Mr. Steven Detrick, Assistant Principal

**Each student will be required to have a school agenda to help with the organization of time, school to home communication, and classroom assignments.**

There is a cost of \$5.00 for the school agenda to help defray the cost of printing. If this cost is a hardship to the family, please provide a written request to Student Services to have the fee waived.

This School Agenda belongs to:

Name \_\_\_\_\_

Phone \_\_\_\_\_ Grade \_\_\_\_\_

Team \_\_\_\_\_ Homeroom Teacher \_\_\_\_\_

I have read and discussed the material in this handbook with my son/daughter. My child and I will review this agenda daily.

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Student Signature

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Parent Signature

# Telephone Directory

## Eagle Ridge Middle School 892-6630

	Teachers' Names	Extension
Language Arts/Literature	_____	_____
Mathematics	_____	_____
Science	_____	_____
Social Studies	_____	_____
Elective #1	_____	_____
Elective #2	_____	_____
Elective #1	_____	_____
Elective #2	_____	_____
<b>Front Office</b>		0
<b>Attendance</b>		1
<b>Administration</b>		
Ms. Debby Morrell, Principal		304
, Assistant Principal		300
School Resource Officer from DPS		308
<b>Clerical Staff</b>		
Bookkeeper/Secretary		303
Attendance Secretary		100
Registrar		340
<b>Student Services</b>		
Counselor		334
Social Worker		335 & 336
Site Specialist		306
<b>Nursing Staff</b>		
Health Office		366
<b>Library</b>		
Librarian		317
<b>Bus</b>		
Durham School Services		891-8966

## School Map

**Regular Class Schedule  
6th Grade/7th Grade**

Lockers	8:11-8:15
1st block	8:15-9:54
2nd block	9:57-11:26
<b>Lunch</b>	11:29-11:59
3rd block	12:02-1:31
4th block	1:34-3:00
Lockers	3:00-3:05

(Individual team schedules will differ)

**Commons**

Breakfast is served each morning for those who wish it. Students may bring a lunch or purchase lunch. Students are responsible for clearing away their own trays, utensils, and trash. If the Student Commons area is not cleared, the privilege of using the snack bar will be suspended for several days. Complete school lunches are sold. Individual food items may be purchased separately. Free and reduced lunches are provided to families who qualify. Applications will be available at registration. Charges must be arranged through the Common's manager. Prices may change but are currently:

Prices:

*Breakfast* Student \$\_\_\_\_\_ Adult \$\_\_\_\_\_ Free & Reduced \$\_\_\_\_\_

*Lunch* Student \$\_\_\_\_\_ Adult \$\_\_\_\_\_ Free & Reduced \$\_\_\_\_\_

## 2007-2008 School Calendar

August 7-8, 2007	Staff Inservice
August 10, 2007	First Day of School
September 3, 2007	Labor Day Holiday
September 4, 2007	Staff Inservice
October 8, 2007	Fall Break
October 9, 2007	Staff Planning Day
October 17, 2007	End of 1st Quarter
October 25 & 26, 2007	Credentialing
November 21 – 23, 2007	Thanksgiving Holiday
December 21, 2007	End of 1 <sup>st</sup> Semester
December 24, 2007 – January 3, 2008	Winter Break
January 4, 2008	Classes resume
February 18, 2008	Staff Inservice
February 20, 2008	Presidents Day Holiday
March 7, 2008	End of 3rd Quarter
March 19 & 20, 2008	Credentialing
March 21 – 28, 2008	Spring Break
April 11, 2008	Staff Planning Day
April 14 & 15, 2008	No School & Staff Inservice
May 20, 2008	Last day & End of 2 <sup>nd</sup> Semester
May 21, 2008	Makeup day (if necessary)

**Please note:** Report cards will be distributed approximately one week following the grade reporting period. Eagle Ridge Middle School students are proud of themselves and of their school and community. They recognize their primary purpose at ERMS is to learn and that they are expected to participate in and contribute to the learning atmosphere.

### Emergency School Closure

Listen to radio stations **KKOB-AM 770**, **KRST-FM 92.3**, or watch **KOAT Channel 7 News**. It is recommended that families have a plan for such emergency closures. In bad weather, a special schedule will be used. Activity buses will not run.

**In the event of school closure during the day, please describe your alternative plan in the section below.  
(Cannot be “Wait at school until parents get you.”)**

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# District Calendar

## Continuous Improvement in Education

As a Charter School District, we embrace the eleven Baldrige Educational Criteria Core Values to guide our daily leadership and continuous improvement efforts throughout the district. These are:

- Visionary Leadership
- Learning-Centered Education
- Organizational and Personal Learning
- Valuing Faculty, Staff, and Partners
- Agility
- Focus on the Future
- Managing for Innovation
- Management by Fact
- Public Responsibility
- Focus on Results & Creating Value
- Systems Perspective

At Eagle Ridge, we are committed to the continuous improvement of our organization, our support systems and most importantly, of students' academic and social growth. To accomplish this, we regularly examine all of our systems and improve them as needed to reach our goals. You will see some of the results of this posted throughout our school in the form of pre and post test data for student work and survey results concerning efficiency and responsiveness to our customers' concerns.

**ERMS Vision:** Student Excellence

**ERMS Mission:** Eagle Ridge Middle School is dedicated to graduating each student with an educational foundation for success as a responsible, ethical contributor to society.

**ERMS Key Driver:** Students will attain high levels of performance in academic and life skills including but not limited to reading, writing, mathematics, communications skills, teamwork, and problem solving.

**ERMS Strategic Goals:**

- ◇ ERMS staff will create systematic processes for improving performance school-wide using Education Criteria for Performance Excellence.
- ◇ ERMS staff will align standards, assessments, curriculum, and instruction to increase achievement for all students.
- ◇ ERMS staff will meet the needs of student sub-populations through academic and co-curricular offerings.
- ◇ ERMS staff will sustain an environment where students have a sense of belonging and connectedness to school and community.

## **At Eagle Ridge Middle School, we believe....**

**In high expectations** - parents, staff, and students are accountable and responsible to uphold high expectations for the success of students and our school.

**Students come first** - concern for students is the motivation for all that happens at our school.

**In life-long learning** - students and staff need to be prepared for the future and value life-long learning.

**In a positive & safe school environment** - students and staff need to feel safe to risk and grow. Good citizenship must be expected and modeled.

**In active participation** - parents, students, and staff are actively involved.

**In opportunities for success** - all students can learn. Each student needs to be given the opportunity to succeed.

**That individuality needs to be respected** - individual diversities and differences must be valued and respected within the school community.

**In positive self-esteem** - positive self-esteem must be fostered and nurtured.

**In growth for the whole person** - the physical, emotional, social, and intellectual growth of the individual will be emphasized.

**In teamwork and collegiality** - parents, staff, and students must work as a team for the success of our school.

**Students at Eagle Ridge are expected to behave in a safe, respectful, responsible manner at all times and in all places.**

**Succeed academically by ...**

- attending school regularly
- getting to class on time
- taking all necessary materials to class
- staying on task
- using a school agenda
- completing homework and class work, including makeup work
- dressing appropriately for school
- celebrating academic success
- not disrupting the learning of others

**Show respect for people, property, and themselves by ...**

- welcoming guests politely, including substitutes and parents
- reporting vandalism
- keeping food in the student commons, atrium, or patio area
- keeping the hallways and grounds clean
- using language appropriate to school (no profanity)
- expressing their ideas and opinions in a respectful manner so as not to offend or slander others
- responding to reasonable requests of adults and other students
- respecting our neighbors' property

**Promote physical safety and personal security for themselves and others by ...**

- obeying bicycle and pedestrian safety rules
- staying on campus during the school day
- volunteering information in matters relating to the health, safety, and welfare of the school community
- recognizing that fighting, shoving, and abusing others on and off the school grounds will have consequences

**Follow the school and classroom rules by ...**

- accepting the rules of each classroom
- listening to the announcements on the public address system
- having a signed pass to be in the hallways other than passing periods
- asking for clarification if you are unclear about the rules knowing and upholding the rules of this handbook

## **As a parent, what can the school expect of you?**

- That you send your child off to school on time, every morning, clean, healthy, rested, suitably dressed, adequately nourished, and in a frame of mind to learn.
- That you treat school as important. That you are interested in every phase of what your child does, and let your child know your interest and concern by listening enthusiastically, and often, to him/her, and by participating in school activities.
- That you have taught your youngster to respect and cooperate with the teacher, the basic rules of fair play, safety and personal cleanliness, and skills for getting along with others.
- That your child is ready to learn in school because you enrich his/her life with suitable experiences, by talking to him/her, by reading to him/her, and by loving him/her.
- That it is your responsibility to hold your child to reasonable standards of conduct.
- If a misunderstanding occurs about something concerning your child in school, that you make an honest effort to straighten matters out with the school instead of letting your anger fester or broadcasting your criticisms to your friends.
- That you be informed about current issues in education in general and the problems of your school in particular.
- You should not hesitate to contact your child's teacher, team, counselor, or the principal's office when you have a concern or desire a conference.
- That you support the school in its decisions about homework, safety rules, and discipline.
- That you be an interested, informed, and intelligent partner with the school in the education of your child - the ultimate responsibility for your child is yours.

Adapted from an article by Joan Beck in the "You and Your Child" series, Chicago Tribune.

## Behavioral Expectations

Our expectation is that students will always behave in a safe, respectful, responsible manner, and that they will show respect for each other, the staff, our visitors, and the facility. Students who display poor citizenship and/or offensive behavior will be subjected to disciplinary actions such as detention, exclusion, in school suspension, and home suspension. Parents will be involved in disciplinary proceedings at every level. Our goal is to correct student's behavior so that each student can be a positive member of our school community.

### Self-Discipline

**Philosophy of Self-Discipline** - Discipline is not the same as punishment. The dictionary defines "discipline" as training that develops self-control, character, or orderliness and efficiency. Good discipline is what we must strive for. It is simply good, self-controlled behavior. With this definition in mind, the need for stressing a good discipline policy at ERMS will become obvious.

**Self-Control** - All students have rights. Among these rights is the right to receive the best education possible in a safe and orderly environment. In order to protect this right for all students at all times, it may be necessary to control your own personal desires at any one time. You should always examine your own behavior and how it will affect others. Self-control is the preferred method of assuring that the rights of all are protected.

**Character** - Your character is defined by your total pattern of behavior. You own your own behavior. Your own actions determine your reputation and also help to determine how people react to you now and in the future. Trust, respect, and true friendship of others must be earned. Your pattern of behavior or character determines how much trust, respect, and friendship you earn. You should make a genuine effort to develop and maintain good character.

**Orderliness and Efficiency** - Learning is often difficult work. It is made even more difficult when unnecessary distractions exist or when plans are unnecessarily disrupted. Self-control and good character help to ensure that learning can be accomplished in an orderly and efficient manner. The information in this handbook identifies your responsibilities as a student. In order to ensure an effective learning environment, students are urged to fulfill their responsibilities.

**Self-Discipline in Action** - Self-discipline in action uses common sense rules of etiquette and politeness. This includes being courteous to fellow students and respectful to adults at all times. Students are expected to be prepared with materials, be on time, do all work assigned by the teacher, be well-behaved, maintain good attendance, and respect others' property. Being respectful of others includes refraining from inappropriate public displays of affections. (Kissing is not appropriate for school time.) Students are prohibited from using, possessing, distributing, or trafficking alcohol, tobacco, and/or illegal drugs on school property.

## Behavior table

# Assessment

## Deficiencies

Deficiencies will be sent home approximately half way through each quarter grading period. Our sixth grade students will receive progress reports twice during each quarter; after the third and sixth weeks of each nine-week grading period.

## Parent Connect

Parents may view students' assignments/test grades, discipline, attendance information and more via the web once they have an active account. The ability to view this information allows for early interventions of academics, discipline concerns as well as insure that your students data is current within our student information system.

Please use this service as a guide to your students progress. It is not intended to generate numerous emails/phone calls to teachers. Please attempt to resolve individual assignment grades/concerns with your child prior to contacting his/her teacher.

Please review the online instructions and documentation for the use of ParentConnect prior to pre-registering. Access the school website home page and click on the "ParentConnect" logo. If you have not previously accessed this site, log onto the district website at [www.rpps.net](http://www.rpps.net), choose "Our Schools" on the left side of the window, and select the appropriate school and then "School Website"

## Progress Reports

Students will bring home progress reports each quarter. The purpose of these reports is to inform you of your child's progress in each class.

## Report Cards

Report cards are sent home with students approximately one week after each quarter ends. It is useful to keep in mind that no single system of grading can be entirely satisfactory in all situations. However, in general, a grade should reflect the following: the quality of work done, effort put forth in relation to ability, attendance and punctuality, and participation. The grading scale at Eagle Ridge is the following:

- A outstanding progress
- B very good progress
- C satisfactory or average progress
- D poor progress, or improvement needed
- F no significant progress shown

We recognize and reward improvement and believe grades should work to the benefit of the student.

## Honor Roll

Students who achieve a grade point average of 3.25 or higher for two nine-week periods will be placed on the ERMS Semester Honor Rolls. Grade point averages are automatically computer calculated. Students who receive either a “D” or “F” as a grade will not be considered for Honor Roll.

## Student Attendance

Attendance Line 892-6630 ext. 1

Regular, uninterrupted instruction, classroom participation, and interaction with classmates are important to the educational process. For that reason, state law requires that all children of appropriate age and condition attend school regularly.

New Mexico's Children's Code provides that a child who has more the **ten (10) unexcused absences** is a “child in need of supervision” by the youth authorities. State law requires the schools to report violations of the compulsory school attendance laws to the juvenile probation office. Violations of the compulsory school attendance laws can subject parents to fines. Maintaining regular school attendance by all students is the joint responsibility of parents and educators. A student may receive school discipline for any **unexcused** absence.

Students with **excessive excused absences (10 days)** must within two (2) days of returning to school bring supportive documentation (doctor's note, etc.) for each absence. Failure to comply will be considered an unexcused absence.

In keeping with the above procedure, the (Board of Education/Superintendent) prescribes the following rules for school attendance:

1. Parents or legal guardians must telephone the school each day their child will be absent and state the reason for the absence. (892-6630 ext 1)
2. An unexcused absence is an absence for which no appropriate excuse is provided by the student's parent or legal guardian. Absences may be excused for the following reasons: Doctors Appointment (*need supportive documentation*)
  - Illness
  - Death in the Family
  - Family Emergency (*need supportive documentation*)
  - Religious Commitment
  - Diagnostic Testing
  - School Sponsored Activity
  - Extenuating Circumstances, as agreed to by the school administration.
3. For each **excused** absence a student will be allowed one (1) day to make-up work without penalty. A student with an **unexcused** absence will be given one (1) day to make-up work, however, a penalty of up to one letter grade will be assessed. Contact the teacher directly for make-up work.

4. At five **(5) unexcused** absences, notification will be sent home by certified letter with return receipt and a copy will be placed in the attendance file.
5. At seven **(7) unexcused** absences, a notification will be sent home by certified letter with return receipt **OR** a home visit by a Law Enforcement Officer to provide Affidavit of Service to parents.
6. At ten **(10) unexcused** absences a Criminal Complaint will be written by Law Enforcement/SRO alleging Educational Neglect against the parents and a referral will be made to CYFD—Statewide Central Intake (SCI).

## **Tardy Policy**

A primary responsibility of Eagle Ridge students is to report to all classes in a timely fashion. All students are expected to be in the classroom, with the necessary instructional materials, prepared to work exactly on time as instructed by your team teachers. This will give all students in the class an opportunity to take full advantage of the learning time provided.

Each time the student is tardy, the teacher will notify the student and record the tardy.

- **First tardy** - student will be warned
- **Second tardy** - student will be warned
- **Third tardy** – tardy notification will be sent home and student may receive a classroom consequence
- **Fourth tardy** - the student will be referred to the administration for a consequence

**Class Interruptions ~ We will not interrupt classes except in emergencies.**

## **Withdrawal Procedures**

Any student leaving to attend another school withdraws from Eagle Ridge through the Counseling Office. Written requests to withdraw are submitted by parents to that office. The student then takes a withdrawal form to each class and has it signed by the teacher who records the grade on the form and certifies that all textbooks have been returned. The student also has the form signed by the librarian indicating that all materials have been returned. All fines must be paid. The form is then returned to the Counseling Office completing the withdrawal process.

**This process may take an extended amount of time; please plan for such. Students will not be allowed to disturb classes to complete the withdrawal form.**

## Bus Transportation

Bus transportation is a privilege. It will be denied to students who cannot accept the responsibility for proper behavior. The driver is in full charge of the bus and passengers. Students who create problems at the bus stop or fail to obey the rules or the instructions of the bus driver will suffer natural consequences for their behavior and may be denied the privilege of riding the bus.

The following bus rules apply to all students riding the bus to and from ERMS:

- Following directions the first time they are given
- Keep objects and all parts of your body inside the bus
- Remain seated in your assigned seat at all times
- Keep hands, feet, and objects to yourself
- No eating, drinking, or smoking
- No fighting, pushing, spitting, or using inappropriate language at any time

Consequences for failure to follow the bus rules include a verbal warning from the driver, a referral sent to the administration, a three-day suspension from riding the bus, or denial of the bus riding privilege. We recognize the transportation hardships imposed by suspending bus privileges, but no student will be allowed to jeopardize the safety of others. Should your child have a problem at the bus stop or on the bus, please call the school to let us know or call the Durham School Services at **891-8966** for further assistance.

## **Bus Contract**

## Computer Use

The Rio Rancho Public Schools Board of Education considers a computer to be a valuable tool for education and encourages the use of computers and computer-related technology within the district. The district has the ability to enhance education through the use of computers as part of local area networks and the Internet. All district employees, students, and faculty have the responsibility to use this technology properly and in accordance with the following rules:

- **Rio Rancho Public School Rules of Appropriate Use must be reviewed and signed by students and parents (see page 20 of this handbook for this form.)**
- All uses of computers, networks, and the Internet must be in support of education and consistent with the purposes of the Rio Rancho Public Schools District.
- Network accounts are to be used only by the authorized owner of the account. The sharing of passwords is absolutely prohibited.
- Any violations of the use of computers, networks, or the Internet should be reported to the teacher or administrator in charge. Serious violations will be immediately reported to the Information Management Services Director and/or the Superintendent.
- The teacher or administrator in charge must approve the use of personal data disks on school district computers. Personal disks must remain at school. No interchanging of disks.
- Personal information about oneself should not be shared over the Internet.
- Use of any network to access or process inappropriate materials (pornography, chat rooms, e-mail, and materials of violent nature) or to download files dangerous to the integrity of any network is prohibited. Transmission of material, information, or software in violation of any district policy or federal, state, or local law or regulation is prohibited. Violations of this provision will result in immediate cancellation of system use privileges and additional district disciplinary actions. The exception is teacher appointed research projects.
- Copyrighted materials must be used in accordance with district policy and applicable laws.
- When the student is utilizing the Internet at school, ID must be in their possession. Replacement for ID's is \$2.00.
- Do not install your own software, shareware, or freeware.

- Tell an administrator immediately, if by accident, you encounter materials which violate the rules of appropriate use.
- You will be held accountable for your actions. By violating the rules of appropriate use, you will lose network and Internet privileges and be subject to disciplinary action.
- **Illegal Copying:** Users should never download or install any commercial software, shareware, or freeware onto network drives, hard drives, or disks without permission. Extra care should be used in downloading e-mail since unknown files may be attached to the e-mail. Nor should students copy other people's work or intrude into other people's files.
- **Inappropriate Materials or Language:** No profane, abusive, impolite, racial, or sexist language should be used to communicate across the school's network or the Internet, nor should materials be accessed which are not in accordance with the RRPS Board Policy. All use of RRPS computers, networks, and the Internet must be in support of educational goals.

## Rio Rancho Public Schools Rules of Appropriate Use Student Form

These guidelines, along with RRPS Board policies, must be followed to prevent loss of network and Internet privileges in Rio Rancho Public Schools.

1. Do not use a computer to harm other people or their work. (Board Policy, Article 477)
2. Do not damage the computer or the network in any way. (Board Policy, Article 477)
3. Do not download or install your own software, shareware, or freeware. (Board Policy, Articles 477 & 478)
4. Do not violate copyright laws. (Board Policy, Articles 475 & 477)
5. Do not view, send, or display offensive messages or pictures. Example: Offensive messages or pictures are those you would not share with your teachers or parents. (Board Policy, Article 477)
6. Tell an adult in charge immediately, if by accident, you encounter materials which violate the rules of appropriate use. (Board Policy, Article 477)
7. Do not share your password with another person. (Board Policy, Article 477)
8. Do not open someone else's folders, work, or files without permission. (Board Policy, Article 477)
9. Do not waste limited resources such as disk space, printing capacity, or network connections (bandwidth).
10. You will be held accountable for your actions. By violating the rules of appropriate use, you will lose network and Internet privileges and be subject to disciplinary action. (Board Policy, Article 477)

**PRIVACY:** Computer storage areas may be treated like school lockers. Network administrators may review communications to maintain system integrity and to insure that students and staff are using the system responsibly.

**STORAGE CAPACITY:** Users are expected to delete material that takes up excessive storage space.

**ILLEGAL COPYING:** Students should never download or install any commercial software, shareware, or freeware onto network drives, hard drives, or disks. Nor should students copy other people's work or intrude in other people's files.

**INAPPROPRIATE MATERIALS OR LANGUAGE:** No profane, abusive, impolite, racist, or sexist language should be used to communicate across the school's network or the Internet, nor should materials be accessed or distributed which are not in accordance with the rules and expectations of school behavior. If you encounter material by accident, please notify the adult in charge immediately. All use of RRPS computers, networks, and the Internet must be in support of educational goals.

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### Rio Rancho Public Schools Parent/Guardian Permission User Agreement

Please print student's first and last name: \_\_\_\_\_

Please print teacher's name: \_\_\_\_\_

Please print school name: \_\_\_\_\_

As a parent/guardian of a student in the Rio Rancho Public Schools, I have read the above information about the appropriate use of computers at the school and I understand this agreement will be kept on file at the school. (Questions should be directed to the District Office for clarification).

**Please check one:**

Yes, my child may use the Internet according to the rules outlined while at school.

No, I would prefer my child not use the Internet while at school.

\_\_\_\_\_  
Parent/Guardian Printed Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

As a student and user of Rio Rancho Public Schools computer networks, I agree to comply with the above stated Rules of Appropriate Use and to use the network and the Internet in a constructive manner.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## Media Consent

**RIO RANCHO PUBLIC SCHOOLS  
MIDDLE SCHOOL  
2007 – 2008 SCHOOL WEAR POLICY**

**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**

1. 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, 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 each mid school are: Eagle Ridge – Red & Gray, Lincoln – Yellow & Gray, Mt. View – Purple & Gray

***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, Khaki (Tan to Olive)
2. Approved styles are:
  - Classical/traditional, straight leg cut, with or without pleats, with or without cuffs (maximum hemline circumference 22” & maximum cuff width 2”)

- Cargo Pants, straight leg cut (maximum hemline circumference 22" & maximum cuff width 2")
  - Overalls, straight leg cut, with or without cuffs, (maximum hemline circumference 22" & maximum cuff width 2") straps must be fastened
  - Denim blue jeans are allowed but must meet pants style guidelines
3. Pants must fit at the waist, fit in the crotch, and be properly hemmed or cuffed. Tight fitting, stretch type pants, are **NOT** allowed. Also, pants with holes and frayed bottoms are **NOT** allowed. No contrasting stripes or piping on pants.
  4. Insignias can be no bigger than 3 inches x 3 inches

### **OTHER ATTIRE**

1. Must be a **SOLID** color – Blue, Green, White, Khaki (Tan to 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)
  - **Capri pants** – straight cut – (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 (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 (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 (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 (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, or vests must be a **SOLID** color - Blue, Green, White, Khaki 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 conceals contraband. No trench-coats, over-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.

### **EXCEPTIONS**

1. Scout or JROTC uniforms will be permitted at the discretion of the School Principal.
2. Spirit day, professional dress 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 maybe requested.
- **2nd Infraction** Contact parent/guardian by phone and student will receive one full day of in-school suspension.
- **3rd Infraction** Contact parent/guardian by phone and student will receive two full days of in-school suspension.
- **4th Infraction** Contact parent/guardian by phone and student will receive one full day of out-of-school suspension
- **5th 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 171 or email us at [schoolwear@rrdo.rpps.k12.nm.us](mailto:schoolwear@rrdo.rpps.k12.nm.us)

**Middle School Policy Revised 1/6/04.**

## What to wear graphic

## Miscellaneous Information

### Agenda Books

Each student will be required to have a school agenda to help with the organization of materials and time. This notebook will help the student keep track of all classes and the homework needed for each day. Students will want to share their books with their parents as they discuss the daily school activities. Students can purchase agendas for **\$5.00**.

### Assembly Behavior

Assemblies are a privilege. Students who wish to maintain this privilege must behave in an appropriate manner. Students will be escorted up the bleacher aisle to the row in which they will be seated. Students will sit with their class and their teacher. At no time will students be allowed to run up or down bleacher seats. During the assembly, students will be courteous and respectful. Applauding is acceptable behavior and is encouraged. At no time will students be allowed to boo, scream out, beat on bleachers with feet, or perform in any other uncivilized manner.

### Automobiles

Parents are to use only the south entrance of the parking lot when picking-up or dropping off. **Drop off and pick-up along CURB ONLY** (not in other areas of the parking lot or along the street side on Fruta.) Please do not block the middle lane or use it for pick-up/drop-off. It is a passing lane.

### Bicycles

Riding a bicycle to ERMS is a privilege students must earn and keep. Students are to obey all laws regarding bicycle safety. We encourage students to wear helmets. A student may lose the privilege of riding a bike to school if safe riding rules are not followed. All bikes are to be parked in the bicycle rack at the front of the school and are to be chained and locked. The school cannot assume responsibility for any damage or loss which may occur. Bikes are not to be ridden on school grounds; students are reminded to walk their bikes.

### Closed Campus

Eagle Ridge Middle School is a closed campus. Students may not leave school grounds for any reason without first signing out in the Attendance Office. Students will not be allowed to leave without the express permission (in writing) of a parent or guardian. Parents are always welcome to visit and observe their child's classes. Any parent or visitor must first check in at the front office, show identification, and receive a visitor's pass. While this may seem restrictive to some parents, it is our way of protecting your children from strangers coming onto our campus. If you need information from your child's teacher, please don't hesitate to schedule an appointment with the teacher.

Students may not bring friends or relatives to school to visit without the **prior consent** of an administrator through a phone conference and a written note requesting time and date of visit and including phone number of requesting parent/guardian.

**Counseling Services**

ERMS has a counselor who is trained to provide students and parents with information and suggestions relating to many subjects including career and future planning, study skills and time management, relating skills (with friends, parents, teachers), decision-making, self-understanding, and mediation. Students and parents can easily schedule an appointment by contacting Student Services (892-6630 ext 334). All counseling at ERMS is short term; more extensive counseling should be arranged outside of school if needed.

**Daily Announcements**

Students receive daily announcements during a designated time each day.

**Emergency Drills**

ERMS holds a practice fire drill twice in the first month of school and once a month thereafter. The drill consists of both a fire drill and an evacuation drill. ERMS works very closely with the Rio Rancho Department of Public Safety regarding fire drill and fire codes. In addition, there will be other emergency drills in the areas of duck-and-cover and bus evacuation. Students need to know that setting off a false alarm is punishable by a fine of \$300, 90 days in jail, or both.

**Field Trips**

Field trips are a valuable extension of the learning process. Each trip may incur some cost because of transportation and/or the admission cost. A completed RRPS Field Trip permission form is required. It is expected that students act as ambassadors for ERMS or possibly forfeit the right to attend future field trips. Parents are often requested as chaperones and are encouraged to assist. Students who have not fulfilled classroom expectations may be required to remain at school and complete alternative assignments.

**Health Care**

The main responsibilities for the school nurse are to check immunization records, to maintain health records, to provide hearing and vision screening, and to check all students for scoliosis and other skeletal problems. ERMS has a full-time health aide to help meet the daily health needs of our students. The nurse and the health aide handle all minor injuries and illnesses and contact parents in these matters. The nurse and health aide will dispense medication if the parent has filled out the necessary form, the medication comes with doctor's instructions, and the student is not transporting the medication.

## Emergency Cards

Each student must have an emergency card on file in the Main Office containing the daytime telephone numbers of his/her parents, as well as an emergency contact. Any changes in home or work telephone numbers should be reported at the Main Office immediately.

- 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 or guardian will be responsible for the charges. The Rio Rancho Public School System will not be held responsible for any fees incurred.

**I have read and understand the above information regarding emergencies.**

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Parent or Guardian Signature

## Homework

Homework (assignments to be completed outside of the classroom) is an important component of the learning process. A positive relationship exists between homework and achievement. The purpose of homework is to provide students continued exercise, drill, and/or practice, in order to develop, reinforce, improve, and/or enrich skills; or to help students become more familiar with procedures and concepts. Homework also gives students some responsibility for their own learning. In addition, homework provides parents with an opportunity to know about, or participate in, their child's education.

Students in middle school can anticipate about one to one-and-a-half hours of homework per night. Expect to spend time in study each day, even if it is not written work. Each student will be expected to purchase a school agenda notebook in which to record assignments. Parents are responsible for establishing a daily homework schedule for their child and a special "study place" for homework. Look at your child's homework regularly to ensure it is done carefully, and see that homework gets to school. Parents are encouraged to provide additional learning opportunities; i.e., reading, family discussion, selected television programs and children's specials, trips to state and national parks, museums, collections, exhibits, films, concerts, etc.

## Insurance

Supplemental student insurance is available for anyone who wishes it. Forms may be obtained during registration or picked up at Student Services.

## Lockers

Lockers are provided for the purpose of storing school-related items only. Lockers may be inspected by school personnel at any time. Students may visit lockers at designated times only. Teacher permission and hall pass are required if a student visits his/her locker at other than designated time. Students **may not** share lockers under any circumstances. **Note: DO NOT give your locker combination to anyone. DO NOT bring valuables to school.**

Consequences for infractions:

1st offense: Warning

2nd offense: Office Referral

3rd offense: Loss of locker privileges for one week

4th offense: Loss of locker privileges for two weeks

5th offense: Loss of locker privileges for remainder of semester

### **Lost and Found**

“Found” house keys, eye glasses, and valuables such as jewelry and wallets/purses are kept with the secretary in the Main Office. Lost and found textbooks will be located in the library. Clothing is stored in the “Lost and Found” bins near the library. Students and parents are encouraged to check lost and found often. Every quarter, the lost and found clothing items will be donated to charity.

### **Makeup Work**

It is essential that students absent from school make up missed work. It is the responsibility of the student to initiate request for makeup work at a time convenient for the teacher, complete the work, and hand it in on time. Students have a day for each day missed to complete and return makeup work. Teams will make allowances for individual circumstances based on consultation with the student and/or parent(s). Students who are absent from school three days or longer may request homework by calling the appropriate teacher(s)' extension(s). Teachers should be given 24-hour notice in order to compile the makeup work. The requested makeup work should be picked up from the Main Office at the agreed-upon time.

### **Media Center (Library)**

The Media Center is open before school, during the school day, lunch, and during passing period (students need a pass from the librarian or a teacher). All materials which have been lost should be reported immediately to the librarian and the appropriate fees paid. If the materials are found later, the fees will be reimbursed to the student. No food, gum, beverages, etc. may be brought into the library.

### **Parent/Teacher Conferences**

Parents or teachers may initiate a conference request. To schedule a conference, parents should call their child's teachers.

### **Phone for Student Use**

No phone calls except emergencies. No phone messages delivered except for emergencies.

### **Prohibited Materials**

Students should bring only necessary materials to school. All other materials are considered unnecessary and a potential distraction to the instructional program.

The following are some, but not all, of the items which students may not have at school: hats, sunglasses, headphones, chains, baseball/trading cards, Walkmans, MP3 players and CD players, squirt guns, toys of any kind, permanent marking pens, matches, lighters, video games, radios, dangerous objects, valuable objects, pagers, and **cellular phones**. Students are not permitted to bring skateboards, roller skates, or in-line skates to school. This is a rule which has been enforced for safety reasons. Alternative forms of transportation must be approved by the school. **The school is not responsible for confiscated materials.**

### **School Hours**

Students who arrive early must remain in the atrium or student commons until the first bus arrives. First bell rings at 8:11. Afternoon dismissal is at 3:05 p.m. Students needing help, a conference or makeup work, or those participating in a club or activity are welcome in the building under staff supervision. All other students are to be off school grounds by 3:15 p.m. unless under direct supervision of a staff member.

### **Student Assistance Team**

Students who are having difficulty in their regular classes for any reason may be referred to the Student Assistance Team. The Student Assistance Team (SAT) is comprised of an administrator or designee, counselors, reading teacher, and classroom teachers (as needed). Parents are notified when their child is going to be discussed at a Student Assistance Team meeting. The team reviews all school records of the student, obtains information from the student's teachers, and makes recommendations which will promote greater success for the student.

### **Supplies**

All students must have a school agenda book. Other supplies will be required but will vary by team and classroom needs. These lists will be sent home at the beginning of each term. The state of New Mexico does **not** provide schools with funds to buy these materials for students. **General supplies include:** Pencils, Pens, Loose-leaf Paper, Folders, ERMS School Agenda, Colored Pencils, Scissors, Glue stick. **\* Please see your team's specific supply list as well \***

### **Yearbook**

The yearbook is available to students who pre-order. Yearbooks are distributed in May. Students need to keep their receipts to obtain their yearbook in May. A limited number of extra books are available for purchase by students who did not pre-order.

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

**Section 504:** Under the provisions of Section 504, Rehabilitation Act of 1973, public schools must make sure that all students, regardless of disability, have equivalent opportunities to participate in a free appropriate public education (FAPE). **This provision applies** to qualifying disabled students whose disabilities are not so severe as to create IDEA eligibility. RRPS's Section 504 Coordinator is responsible for overseeing compliance with the provisions of Section 504 and for investigating complaints. For further information, contact RRPS's 504 Coordinator, **Jerry Reeder**, at the Rio Rancho Public Schools District Office, 500 Laser Rd. NE, Rio Rancho, NM 87124, (505) 896-0667.



## **Rio Rancho Public Schools**

### **Notice to Parents and Students**

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

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

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

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

B. Access to education records is limited to:

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

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

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

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

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

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

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

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

## Protection of Pupil Rights Amendment

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

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

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

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

August 2007  
Sue Cleveland

Dr. V.

Superintendent

**I have read and understand all of the above information and policies discussed in this parent/student handbook.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent /Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

