

# Eagle Ridge Middle School

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

Ms. Debby Morrell, Principal  
Mr. Steve 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 \$6.00 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.

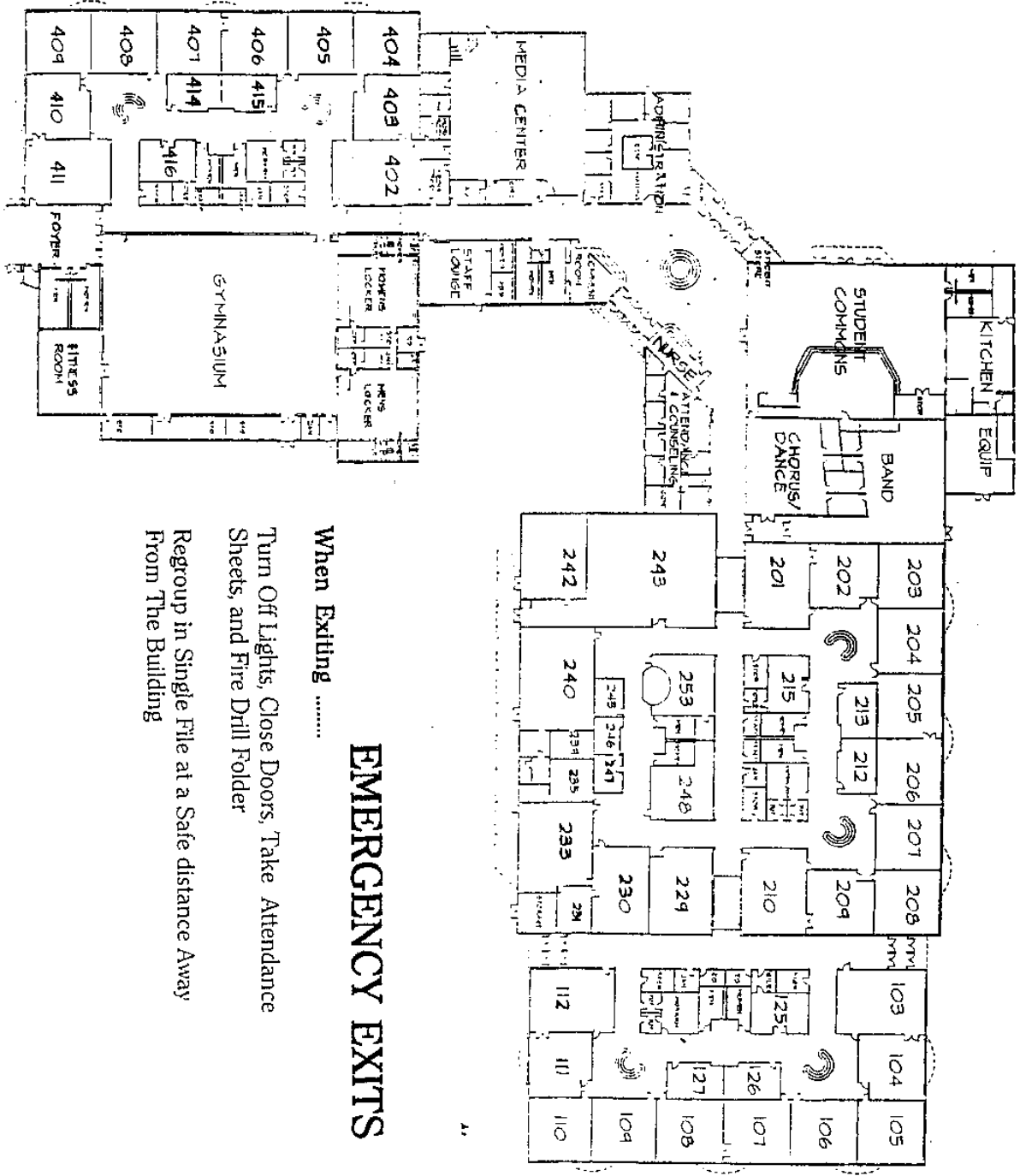
\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
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
	Mr. Steve Detrick, 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	336
	Site Specialist	306
<b>Nursing Staff</b>		
	Health Office	366
<b>Library</b>		
	Librarian	317
<b>Bus</b>		
	Durham School Services	891-8966



# EMERGENCY EXITS

When Exiting .....

- Turn Off Lights, Close Doors, Take Attendance Sheets, and Fire Drill Folder
- Regroup in Single File at a Safe distance Away From The Building

**Statement of Conduct and Discipline**  
**Parent and Student Acknowledgement Form**

**Eagle Ridge Middle School aspires to be a community of learners that support and celebrate a passion for excellence.**

Students rights and responsible are part of the life of every middle school. In the educational setting, rights provide individuals with basic framework for making sustained progress towards worthy goal. Individual responsibilities make those right possible. There, all those who are a part of the ERMS community must adhere to certain guidelines in the daily activities of this campus.

The rules and standards outlined in this handbook have been developed to protect the rights of everyone, to insure that all students and staff are treated with respect, and to assure that our school operates in a safe, respectful and responsible manner.

Please read the following document and sign at the bottom of this page. Your signature acknowledges that you have read the handbook and understand your responsibilities as a student and as a parent and you agree to follow all the guidelines listed within this handbook.

- Emergency school closure
- Continuous improvement in education
- Students at Eagle Ridge are expected...
- As a parent...
- Behavioral Expectations
- Disciple Matrix
- Parent Connect
- Student Attendance
- Tardy Policy
- Bus Contract signed
- Computer use
- Appropriate use and parent waiver signed
- School wear
- Miscellaneous
- Emergency Cards

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Student printed name

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Student signature

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Date

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Parent printed name

---

Parent signature

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Date

### Regular Class Schedule 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup>

Lockers	8:10-8:15
HR & Period 1	8:15-9:06
Period 2	9:09-9:54
Period 3	9:57-10:42
Period 4	10:45-11:30
Period 5	12:04-12:49
Period 6	12:52-1:37
Period 7	1:42-2:27
Period 8	2:30-3:15

(Individual team schedules will differ)

### Late arrival Schedule

1 <sup>st</sup> period	10:15-10:48
2 <sup>nd</sup> period	10:49-11:18
3 <sup>rd</sup> period	11:54-12:25
4 <sup>th</sup> period	12:28-12:57
5 <sup>th</sup> period	1:00-1:29
6 <sup>th</sup> period	1:32-2:01
7 <sup>th</sup> period	2:04-2:33
8 <sup>th</sup> period	2:36-3:05

### 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 \$\_\_\_\_\_

### ID Cards

All students at Eagle Ridge Middle School received a student identification card which contains their picture and student identification number. This card is required to check out books from the library, purchase meals with money stored on an account, get on their bus, and computer use. While the first card is free, if a student loses his/her card the replacement cost is \$5.00. Every student must keep their id card with them at all times.

### 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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**Rio Rancho Public Schools  
2009 - 2010 School Instructional Calendar  
July 2009**

3 - Independence Day Observed	S	M	T	W	TH	F	S
				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	

**August 2009**

7 - Orientation new staff 10-12 In-service, all staff 13- First day high school; Planning elementary and mid school staff 14-18 Testing elementary 14- First day middle school 19 - First day elementary	S	M	T	W	TH	F	S
							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					

August Instructional Days: 12/13

**September 2009**

7 - Labor Day Holiday	S	M	T	W	TH	F	S
			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30			

September Instructional Days: 21/21

**October 2009**

7 In-service, all staff 8 -9 Fall Break 15 - End of 1 <sup>st</sup> qtr 29-30 Cred/conf	S	M	T	W	TH	F	S
					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31

October Instructional Days: 19/19

**November 2009**

25-27 - Thanksgiving Holiday	S	M	T	W	TH	F	S
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30					

November Instructional Days: 18/18

**December 2009**

21-31 Winter Break	S	M	T	W	TH	F	S
			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31		

December Instructional Days: 14/14

**January 2010**

1- New Year's Day 4 - Planning Day: Grades K-8 staff; Return to school: 9-12 18-MLK, Jr. Holiday	S	M	T	W	TH	F	S
						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24/ 31	25	26	27	28	29	30

January Instructional Days: 18/19

**February 2010**

15 - President's Day (Weather Make-up Day*)	S	M	T	W	TH	F	S
		1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21/ 28	22	23	24	25	26	27

February Instructional Days: 19/19

**March 2010**

12- End of 3 <sup>rd</sup> qtr 15-19 Spring Break	S	M	T	W	TH	F	S
		1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31			

March Instructional Days: 18/18

**April 2010**

1 - 2 Cred/conf 5 - Holiday (Weather Make-up Day*) 29 - In-service, all staff 30 - Holiday (Weather Make-up Day*)	S	M	T	W	TH	F	S
					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	

April Instructional Days: 19/19

**May 2010**

17 - RRHS graduation 25 - Last day for students; last day for make-up exams at high school	S	M	T	W	TH	F	S
							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					

May Instructional Days: 17/17

**June 2010**

	S	M	T	W	TH	F	S
			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30			

High School: 177 Instructional Days; 5 Inservice Days  
Elem. & Middle: 175 Instructional Days; 5 Inservice; 2 Planning Days  
Approved by the Board of Education:

\*Plans that cannot be changed should not be made for Weather Make Up days and In-Service days.

**REVISION**

Holidays	In-service	Planning	Testing	Conf/Cred
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## Continuous Improvement in Education

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:**

Student achievement: Students will attain high levels of performance in academic and life skills.

Effective and Efficient Systems: Systems performance will be continually improved by using documented approaches/processes that are regularly evaluated.

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

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

**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 must feel safe to risk and grow. Good citizenship is expected and modeled.

**In active participation** - parents, students, and staff are actively involved by checking grades, attendance and discipline weekly, signing and returning progress reports and reviewing student agendas..

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

**That individuality needs to be respected** - individual uniqueness is valued and respected within the school community.

**In positive self-esteem** - self-esteem is fostered and nurtured through working to meet and exceed challenging goals.

**In growth for the whole person** - the physical, emotional, social, academic, behavior 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 (ISS), and home suspension (OSS). 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.

**Rio Rancho Public Schools**  
**Discipline Matrix for Middle Schools**

*The following middle school code of conduct has been adopted to protect and foster respect for the rights of RRPS middle school students and staff. Infractions of this Code of Conduct are grouped into three levels based on the severity of the infraction, and each violation of the code may have from one to three levels of consequences.*

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

***In all cases administrative discretion will be exercised.***

<b>Level I</b>			
<b>Behavior</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
Bus Disruptions (see separate policy)			
Dress Code Violation	Warning Parent Notification Contract	1 Day ISS Change of Clothes by Parents Parent Notification	2 Days ISS Parent Notification 4 <sup>th</sup> Offense could result in OSS
General Disruptive Conduct (profanity, rudeness, dishonesty, etc.)	Team Interventions Parent Notification	Team Interventions Parent Notification	1 Day ISS Team Interventions Parent Notification
Gossip, Passing Rumors, Instigating	Team Intervention Parent Notification	Team Notification Parent Notification	1 Day ISS Parent Notification
Public display of affection	Verbal Warning	Parent Notification Detention or 1 Day ISS	1 Day ISS
Tardy	1 <sup>st</sup> -3 <sup>rd</sup> Offense Team Interventions Parent Notification	4 <sup>th</sup> Offense 1 Day ISS Team Interventions Parent Notification	5 <sup>th</sup> Offense 2 Days ISS Team Interventions Parent Notification
<b>Level II</b>			
<b>Behavior</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
Bullying, Threats, Aggressive Behavior	1 Day ISS Parent Notification	3 Days ISS Parent Notification	3 Days OSS Parent Conference Behavior Contract
Cheating or plagiarism	Loss of assignment credit Parent Notification	Loss of assignment credit 1 Day ISS Parent Notification	Loss of Assignment Credit 2 Days ISS Parent Notification
Chronic Disruptive Conduct	1 Day ISS Parent Notification	2 days ISS Parent Notification	3 days ISS Behavior Contract Parent Notification
Disrupting a school activity	Removal from event Parent Notification	Removal from Event 1 Day ISS Parent Notification	Removal from Event Loss of Privileges for the Remainder of the Year 2 Day ISS Parent Notification
Ditching (out of class without permission)	1 Day ISS Team Interventions Parent Notification	2 Days ISS Team Interventions Parent Notification	1 Day OSS Parent Notification Team Interventions Behavior Contract
Truancy Handbook	Referral to truancy officer		
Failure to comply with disciplinary consequences (including skipped detention)	Twice the Previous Consequences	Administrative Referral	Administrative Referral
Falsifying or misuse of any official document or communication (including passes, ID, progress report, call to excuse absence, parent signature, etc.)	Team Interventions and/or 1 Day ISS	2 Days ISS Parent Notification	1 Day OSS Parent Notification Behavior Contract
Roughhousing	1 Day ISS Parent Notification	2 Days ISS Parent Notification	3 Days ISS Parent Notification Behavior Contract
Inappropriate use/ possession of technology	2 Days ISS Parent Notification	3 Days ISS, Loss of computer privileges for remainder of the school year and restitution Parent Notification	

Insubordination, defiance of authority or showing disrespect	1 Day ISS Parent Notification	2 Days ISS Parent Notification	1 Day OSS Parent Notification Behavior Contract
Possession of Inappropriate material	1 Day ISS Parent Notification	2 Days ISS Parent Notification	1 Day OSS Parent Notification
Possession/use of tobacco, rolling papers, or incendiary devices at school or school sponsored event	1 Day ISS Parent Notification	2 Days ISS Parent Notification	1 Day OSS Parent Notification Behavior Contract TUPAC Involvement
<b>Level III- DPS referral may be filed on all Level III</b>			
<b>Behavior</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
Arson	10 Days OSS Pending Hearing		
Assault (physical) of a staff member	10 Days OSS Pending Hearing		
Assault (verbal) of a staff member (including intimidating or threatening remarks and/or directed profanity)	3 Days OSS Behavior Contract	5 Days OSS	10 Days OSS Possible Hearing
False Alarm	1-3 Days OSS	10 Days OSS Pending Hearing	
Bomb Threats//Explosives/ or (possession of)	10 days OSS Pending Hearing		
Assault/Fighting	3 Days OSS Mediation	5 Days OSS Mediation Behavior Contract	10 Days OSS Possible Hearing
Gang Related Activity	2 Days OSS, behavior contract	5 Days OSS pending hearing	10 Days OSS Pending Hearing
Habitually Disruptive Conduct	3 Days OSS	5 Days OSS	10 Days OSS Pending Hearing
Harassment / bullying (Physical, racial, verbal, electronic intimidation)	2 Days OSS	5 Days OSS	10 Days OSS Pending Hearing
Inappropriate use or possession of technology (tampering/damage to computers/network)	5 Days OSS, loss of computer privileges for the remainder of the year and restitution, behavior contract	10 Days OSS pending hearing	
Making a false 911 call	5-10 Days OSS, possible hearing		
Personal substance abuse (consuming, solicitation, in possession, or under the influence of; alcohol, drugs, look-a-likes or other controlled substances and or paraphernalia including OTC drugs and prescription drugs)	5 Days OSS and behavior contract	10 Days OSS pending hearing	
Selling or distributing alcohol, drugs, look-a-likes, or other controlled substances including OTC drugs or prescription drugs	10 Days OSS pending hearing		
Sexual Harassment/Misconduct	5 Days OSS pending investigation, behavior contract	10 Days OSS pending hearing,	
Theft/Extortion	3-5 Days OSS, behavior contract, possible restitution	10 Days OSS pending hearing, possible restitution	
Using incendiary devices	5 Days OSS, counseling and possible restitution	10 Days OSS pending hearing and possible restitution	
Vandalism (involved in altering, defacing or destroying school or private property, including technology)	5 Days OSS, loss of privileges, and possible restitution	10 Days OSS pending hearing, possible restitution, loss of privileges	
Possession of Weapons	5 -10 Days OSS pending hearing		

Any school detention takes precedence over activities and athletics. The student may only report to an event or practice after detention is over. While in Out-of-School suspension, the student may not attend any school events on or off campus.

## **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 will be replaced with an improved program soon.**

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 student's 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.rps.net](http://www.rps.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. Grades are used in conjunction with assessment data to document and monitor student process. 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 Immediate 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** – team interventions and parent notification
- **Second tardy** - team interventions and parent notification
- **Third tardy** – team interventions and parent notification
- **Fourth tardy** - team interventions and parent notification and 1 day ISS
- **Fifth tardy**- team interventions and parent notification and 2 days ISS

**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.

**THIS CONTRACT SUPERSEDES ALL OTHER PUBLISHED  
BUS RULES**

**Bus Contract**

Drivers will remind students regularly of safe bus behavior rules. If infractions continue, a written referral by the driver will be sent to the school administration. It is expected that the parent/guardian will work with his/her student to help insure safe bus behavior.

➤ **FIRST REFERRAL TO SCHOOL ADMINISTRATION**

Will result in a warning to student and parent will be contacted.

➤ **SECOND REFERRAL TO SCHOOL ADMINISTRATION**

Contact with parents has been made by school regarding 1<sup>st</sup> referral. Continuing misbehavior will result in a referral to school administration. The administration will make a parent and student contact, and student will be removed from bus for a minimum of one day.

➤ **THIRD REFERRAL TO SCHOOL ADMINISTRATION**

The administration will make a parent and student contact. Bus suspension for minimum of three school days will be implemented with a warning of more severe consequences if problems continue.

➤ **FOURTH REFERRAL TO SCHOOL ADMINISTRATION**

A bus suspension for minimum of five days and an administration conference with parent/student. Any further referrals will result in removal of bussing privileges for 90 school days.

➤ **DANGEROUS OR ILLEGAL BEHAVIORS**

**DANGEROUS AND/OR SERIOUS BEHAVIOR WILL RESULT IN IMMEDIATE SUSPENSION OF TRANSPORTATION PRIVILEGES FOR A MINIMUM OF THREE DAYS. VIOLATIONS OF THIS TYPE SUPERSEDE ALL OTHER LEVELS OF INFRACCTIONS. SCHOOL ADMINISTRATORS WILL MAKE FINAL DECISIONS RELATED TO SUCH OFFENSES.**

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We, the undersigned, have read and understand the bus discipline polices set by RRPS and Eagle Ridge Middle School. We agree to accept the consequences for any infractions of the rules.

Student Name \_\_\_\_\_  
Parent/Guardian \_\_\_\_\_

Team \_\_\_\_\_  
Bus # \_\_\_\_\_  
Date \_\_\_\_\_  
Date \_\_\_\_\_

**NOTE: This must be signed and returned to school. Failure to return signed contract will not change the 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, administrator, and Ed. Tech in charge. Serious violations will be immediately reported to the Information Management Services Director and/or the Superintendent.
- The Educational Technology Specialist 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.
- Do not download any screen savers to computer's desktops.
- Do not install your own software, shareware, or freeware.
- Tell the Ed. Tech. 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. **All use of RRPS computers, networks, and the Internet must be in support of educational goals.**
2. Do not use a computer to harm other people or their work. (Board Policy, Article 477)
3. Do not damage the computer or the network in any way. (Board Policy, Article 477)
4. Do not download or install your own software, shareware, or freeware. (Board Policy, Articles 477 & 478)
5. Do not violate copyright laws. (Board Policy, Articles 475 & 477)
6. 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)
7. Tell an adult in charge immediately, if by accident, you encounter materials which violate the rules of appropriate use. (Board Policy, Article 477)
8. Do not share your password with another person. (Board Policy, Article 477)
9. Do not open someone else's folders, work, or files without permission. (Board Policy, Article 477)
10. Do not waste limited resources such as disk space, printing capacity, or network connections (bandwidth).  
Examples: Printing large documents, saving multiple pictures, unauthorized use of streaming audio/video....
11. 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 staff members are using the system responsibly.

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

**ILLEGAL COPYING:** Staff members should never download or install any commercial software, shareware, or freeware onto network drives, hard drives, or disks. Nor should staff members copy other people's work or intrude into 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.

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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).

\_\_\_\_\_  
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

# Reglas de las Escuelas Públicas de Rio Rancho del Uso Apropiado

## Formulario del Estudiante

Estas guías junto con las normas de la mesa directiva de RRPS, deben seguirse para prevenir pérdida de privilegios para el uso de la red e Internet de las Escuelas Públicas de Rio Rancho.

1. **Todo uso de las computadoras de RRPS, redes, e Internet debe ser para apoyar las metas educativas.**
2. No utilice la computadora para dañar personas o su trabajo. (Norma de la Mesa Directiva, Artículo 477)
3. No dañe la computadora o la red en ninguna manera. (Norma de la Mesa Directiva, Artículo 477)
4. No instale su propio *software*, *shareware* o *freeware*. (Norma de la Mesa Directiva, Artículo 477 y 478)
5. No viole las leyes de derechos de autor. (Norma de la Mesa Directiva, Artículo 475 y 477)
6. No vea, envíe, o exhiba mensajes o fotografías ofensivas. Ejemplo: mensajes o fotografías ofensivas son aquellos que usted no compartiría con sus padres o maestros. (Norma de la Mesa Directiva, Artículo 477)
7. Inmediatamente avise a un adulto a cargo, si por error se encuentra con material que viole las reglas del uso apropiado. (Norma de la Mesa Directiva, Artículo 477)
8. No comparta su contraseña con ningún otra persona (Norma de la Mesa Directiva, Artículo 477)
9. No abra los archivos de alguien más, trabajo o expedientes sin permiso. (Norma de la Mesa Directiva, Artículo 477)
10. No pierda recursos limitados tales como espacio para disco o capacidad para imprimir (ancho de banda). Ejemplos: Imprimir documentos grandes, guardar múltiples fotos, uso desautorizado de transmisión de audio/vídeo...
11. Usted será responsable de sus acciones. Al violar las reglas del uso apropiado, perderá los privilegios de la red e Internet y será sujeto a acción disciplinaria. (Norma de la Mesa Directiva, Artículo 477)

**PRIVACIDAD:** Las áreas de almacenaje para las computadoras se pueden usar como los casilleros escolares. Los administradores de la red pueden revisar comunicaciones para mantener integridad del sistema y para asegurarse que los estudiantes y el personal están utilizando el sistema responsablemente.

**CAPACIDAD DE ALMACENAJE:** Se espera que los usuarios supriman el correo electrónico u otro material que tome espacio excesivo de almacenaje.

**COPIADO ILEGAL:** Los estudiantes nunca deben de bajar o instalar ningún *software* comercial, *shareware* o *freeware* a la red, *hard drive*, o discos. El personal no debe copiar el trabajo de otros o inmiscuirse en los archivos de otras personas.

**LENGUAJE O MATERIALES INAPROPIADOS:** Lenguaje blasfemo, abusivo, descortés, racista o sexista no se debe usar para comunicarse a través de la red de la escuela o del Internet, ni deben tener acceso o distribuir materiales que no estén de acuerdo con las reglas y las expectativas de conducta en la escuela. Inmediatamente avise a un adulto a cargo, si por error se encuentra con material que viole las reglas del uso apropiado.

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### Escuelas Públicas de Rio Rancho

### Permiso y Acuerdo de Uso del Padre/Tutor

Por favor imprima el primer nombre y apellido del estudiante: \_\_\_\_\_

Por favor imprima el nombre del maestro(a): \_\_\_\_\_

Por favor imprima el nombre de la escuela: \_\_\_\_\_

Como padre/tutor de un estudiante en las Escuelas Públicas de Rio Rancho, he leído la información dada arriba acerca del uso apropiado de las computadoras en la escuela y entiendo que este acuerdo será guardado en los archivos de la escuela. (Preguntas deben ser dirigidas a las oficinas del distrito escolar para clarificación).

\_\_\_\_\_  
Nombre impreso del Padre/Tutor

\_\_\_\_\_  
Firma del Padre/Tutor

\_\_\_\_\_  
Fecha

Como estudiante y usuario de las redes e Internet de las computadoras de las Escuelas Públicas de Rio Rancho, estoy de acuerdo en cumplir con las Reglas del Uso Apropiado indicadas arriba y de utilizar la red e Internet en forma constructiva.

\_\_\_\_\_  
Firma del Estudiante

\_\_\_\_\_  
Fecha



**Rio Rancho Public Schools**  
**Parent Waiver and Consent to Use of Student**  
**Information and Images on the RRPS Website**

Many programs, activities, and events taking place in the Rio Rancho Public Schools are of interest to the public. Often civic, athletic, educational, fine arts or other organizations are interested in learning about our students and programs. From time to time, we record digital images of students participating in these events and desire to share these with the community via our website (district or school levels) to provide information to the public about our programs and services.

Given the global nature of the internet, RRPS has policies that prohibit the posting of any student images or identifying information on our website without expressed written permission from the parent. It is our intent to aggressively protect student and family rights to privacy, and endeavor to publish student work and accomplishments on our site only as a means of sharing students' successes with our community. Please visit our website ([www.rrps.net](http://www.rrps.net)) to view our specific policies regarding the protection and sharing of student information (#326, #327) and our web policy (#479).

**Consent to Use of Student Information on RRPS District Web Sites**

The undersigned parent or legal guardian of (student name) \_\_\_\_\_, a student of the Rio Rancho Public School District (RRPS), agrees and consents to the posting of photographs or visual reproductions of the student in connection with regular and extracurricular activities on the district website. The undersigned understands that the use of any image is temporary and will not be stored by RRPS in any permanent archive (digital or otherwise).

The undersigned retains the right to refuse the posting of any particular image and to request the removal of any image at any time.

\_\_\_\_\_  
Signature of Parent or Legal Guardian

\_\_\_\_\_  
Date

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

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

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

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

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

Rio Rancho Public Schools

Adopted: January 14, 2008

# Rio Rancho Public Schools

## Student Dress Code Policy #349

In the interest of encouraging positive school spirit, disciplined and focused educational environment, and promoting student safety, Rio Rancho Public Schools establishes the following Dress Code and Standard of Decency governing student dress at school and while participating in school-sponsored activities. Administrators shall have the discretion to determine the appropriateness of attire and grooming, and may make special exceptions for students in certain grades/subjects, such as vocational courses, physical education, for medical necessities.

Enforcement of this policy shall be in accordance with District disciplinary procedures for students.

Enforcement of this policy shall not infringe on any individual's religious beliefs or protected free speech.

### **Dress Code and Standard of Decency**

Students are expected to demonstrate personal grooming standards of cleanliness and to wear appropriate clothing while on campus, on field trips, and during off-campus events at which students represent Rio Rancho Schools for athletics or activities.

Any personal grooming or clothing that disrupts the educational process or is provocative in nature is in violation of the Dress Code and Standard of Decency

The Dress Code and Standard of Decency includes but is not limited to the following:

#### **A. Allowed:**

- All colors including, prints, checks, stripes, and plaids
- Shirts with or without collars

#### **B. Not allowed:**

- Insignias can be no larger than 3 inches x 3 inches. No graphics, pictures, or writing on clothing shall be permitted except as part of an insignia.
- Revealing or see-through clothing
- Exposed underwear including boxers, sports bras, and bras
- Saggy pants revealing underwear or any portion of the body below the naval.
- Dresses, skirts, shorts, and skorts, including slits, shorter three (3) inches above the bend of the knee.
- Sleeveless tops: all tops (male and female) are to have a sleeve
- Pajamas (tops or bottoms), unless it is a sanctioned school function, i.e., pajama day
- Ripped or torn clothing
- Bandanas, 'do-rags', shower caps, and hairnets
- Spiked jewelry and jewelry that is obscene, disruptive to the educational process or that could endanger students
- Belt loop chains, wallet chains, and extended belts
- Trench coats
- Heelys
- Flip-flops (elementary school)
- Clothing and/or articles worn or carried by the student (includes face painting) displaying words or symbols or colors of gangs, drugs, alcohol, tobacco, violence, racism, inappropriate language or images, or symbols of a sexual/sexist nature
- Clothing and/or articles in violation of Policy 346, Gang Activity, which states that students shall not "wear . . . any
- clothing, jewelry, emblem, badge, symbol, sign or other items that evidences or reflects membership in or affiliation with any gang"

- Visible cleavage, navels, and/or midriffs. No skin should be shown between the bottom of the shirt/blouse and the top of the pants/skirt when arms are stretched upward
- Tube tops, spaghetti strap tops, halter tops, translucent blouses, midriff shirts/blouses

**Other provisions:**

- Footwear that is safe and appropriate for weather and other conditions must be worn at all times on campus and in buildings
- If a coat or jacket is worn inside a building, it must remain open
- Hair shall be groomed so that it is clean and safe for participation in any school activity
- Hats and sunglasses may not be worn inside buildings, but are allowed outside
- Spandex is only allowed under approved shirts, shorts, skirts, and dresses
- Approved school spirit wear for all RRPS schools, Scout uniforms, and JROTC uniforms are permitted
- Approved special event day dress is permitted
- Mid-School and high school students' school-issued ID badges must be available or presented at request at all times and may not be defaced in any way

**Consequences for Violation of the Student Dress Code/Standard of Decency**

**First offense:**

Students who violate the Dress Code will be issued a Dress Code referral and will be required to:

- change into other clothing they may have with them if it conforms to this policy, or
- change into clothing provided by the school, or
- be sent home
- The time missed from class will be considered “unexcused.” Clothing that is “borrowed” must be returned clean to the main office on the day following the incident.

**Second and subsequent offenses:**

Students will face disciplinary consequences as defined in the Student Code of Conduct and outlined in the Student Handbook, which may include penalties up to out-of-school suspension.

**Waivers**

Waivers may be granted by the principal or site administrator subject to the following criteria:

- 1) **Religious Freedom** - Families whose religious beliefs require wearing attire that does not conform to the dress code and whose membership or affiliation with that denomination or sect can be verified
- 2) **Health or Physical Disability** - a health or disability issue documented by a medical professional or through an IEP which would preclude the student from being able to wear regular clothes to school for a specified period of time
- 3) **Financial Hardship** – families who for a period of time meet one of the following criteria and who can document this situation:
  - homelessness,
  - head of family is unemployed or on disability,
  - families with children who receive general public assistance or some other form of documented financial aid.

The portions of the Dress Code and Standard of Decency pertaining to insignia size, the prohibition of pictures or writing on clothing, the display of words or symbols or colors of gangs, drugs, alcohol, tobacco, violence, racism, inappropriate language or images, or symbols of a sexual/sexist nature, and to violations of [Policy 346](#) are not subject to waiver. All students will be expected to comply with these provisions of the standard of decency.

Except as described in the previous paragraph, no student shall be denied attendance at school, penalized or otherwise subject to compliance measures for failing to obey the dress code if a waiver of this policy has been obtained.

### **Application process for waivers**

Parents of students who qualify for a waiver must fill out a waiver request form at the student's school site during the two weeks prior to the opening of school. Parents of students new to the district must apply for a waiver within two weeks of the date of the student's enrollment. During the two-week period students must meet the district's dress code expectations. Parents requesting temporary waivers for health reasons must apply for a waiver at the student's school site prior to the student's return to school.

### **Appeal of denial of waiver**

The decision of the principal or school site administrator may be appealed to the Superintendent or designee whose decision shall be final. Any parent requesting review by the Superintendent must submit a request in writing to the Office of the Superintendent within three (3) working days of the principal or administrators' denial. The Superintendent shall issue a final determination within three (3) working days of receipt of the request for review.

<http://www.rrps.net/Board/Policies/349.htm>

## **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 **\$6.00**.

### **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.

## 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
- Any type of trading cards
- I-pods
- MP3 players
- Squirt guns or toys of any kind
- Permanent marking pens
- Matches, lighters
- Video games
- Dangerous objects
- Valuable objects
- **Cellular phones.**
- 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 8:10. Afternoon dismissal is at 3:15 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 3:20 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**

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## 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, Tonna Burgos, 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 who 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 persons 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 periodically but at least following a student’s transition from primary to upper level schools and to secondary school 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 request in writing an amendment of the student’s educational records that the parent or eligible student believes are inaccurate or misleading. 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 eligible 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. The district will forward, without prior consent, education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for a purpose related to the student's enrollment or transfer.

G. 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.

H. 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.

## **Protection of Pupil Rights Amendment**

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

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

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

RRPS does not currently plan to administer surveys that seek any of the "protected information" detailed above. If a protected information survey or activity needs to be carried out, the District will provide notification to parents within a reasonable period of time prior to the administration of the surveys and activities. Parents will be provided with an explanation of the activity and will have an opportunity to review the surveys and any instructional materials used in connection therewith. Parents will have the opportunity to consent to or opt their child out of participation. The rights granted by PPRA, as well as the opportunity to consent/opt out, transfer from parents to a student who is 18 years old or is an emancipated minor under State law. Parents who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U. S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5901.

August 2009

Dr. V. Sue Cleveland  
Superintendent

