

# CIELO AZUL ELEMENTARY SCHOOL

3804 SHILOH ROAD, NE  
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WEB PAGE: [HTTP://CIELOAZUL.RRPS.NET](http://CIELOAZUL.RRPS.NET)

Vision:

To Ignite Student Potential

*Mission:*

*RRPS is dedicated to graduating each student with an educational foundation for success as a responsible, ethical contributor of society.*

## 2018-2019

## PARENT/STUDENT HANDBOOK



## Table of Contents

Acknowledgement/Handbook/Emergency Plan .....	
3	
Attendance .....	5
Arrivals & Departures .....	7
After School Programs .....	9
Bell Schedule .....	5
Bicycle Safety .....	9
Bus Transportation .....	8
Calendar.....	
..... 4	
Chaperones/Volunteering.....	
..... 18	
Counselor .....	
19	
Electronic Devices.....	24
FERPA - English .....	26
PERPA - Spanish .....	29
Field Trips .....	
18	
Food Services .....	17
Health Office .....	20
Homework Policy .....	15
Insurance .....	
24	
Inclement Weather	

.....	8
Internet Access	
.....	16
Lost & Found	
.....	16
Minor HS and MS children on campus .....	
8	
Office Hours	
.....	5
Personal Possessions	
.....	16
Progress Reports, Report Cards & Parent Teacher Conferences .....	18
Raven’s Reporter, (The Newsletter) .....	
18	
Related Arts (PE, Music, Art, Library & Computers) .....	
23	
RRPS Board Policy and State Department of Education .....	
25	
RRPS School Policies (Weapons and Substance Abuse).....	
19	
School Rules	
.....	9
School Wear Policy	
.....	22
Section 504	
.....	
24	
Student Placement & Class Change Policy .....	
19	
Title IX	
.....	
... 24	
Visiting Our School	
.....	18

**Acknowledgement and Receipt of Parent-Student Handbook**

I acknowledge that I have received a copy of the Cielo Azul Elementary School Student/Parent Handbook.

I understand that it contains important information on policies and procedures. I realize this handbook is not intended to cover every situation which may arise but is simply a general guide to refer to. I understand that it is my responsibility to familiarize myself with the information and that I agree with the policies and rules of the school. I further understand and acknowledge that RRPS District and/or CAE may change, add, or delete any policies or provisions in this handbook as it sees fit in its sole judgment and discretion. I acknowledge and understand that this Student/Parent Handbook supersedes and replaces any and all prior handbooks or materials previously distributed.

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

Parent's Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Parent's Signature \_\_\_\_\_

**FAMILY EMERGENCY PLAN (See Page 8 for more details)**

My Family Emergency Plan consist of:

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Please tear this page out of the handbook after completing the two required sections and return to your student's teacher as soon as possible. Thank you.

**2018-2019 SCHOOL CALENDAR  
A YEAR AT A GLANCE**

***DATES AND TIMES ARE SUBJECT TO CHANGE***

August 6-8	In-Service – ALL STAFF
August 9-10	Elementary Testing
August 6-8	Planning Elementary
August 14	First Day Elementary
September 3	Labor Day Holiday – NO SCHOOL
October 12	Fall Break – NO SCHOOL
November 2	End of 1 <sup>st</sup> Trimester Elementary
November 19-20	Parent Teacher Conferences – ELEMENTARY
November 21-23	Thanksgiving Holiday – No School
December 20 - January 8	Winter Break
January 7	Planning Day – In Service
January 8	School Resumes - All Students
January 14	MLK Jr. Holiday – NO SCHOOL
January 14 - March 8	ACCESS Testing
February 28-March 1	Parent Teacher Conferences –Elementary – No School
February 18	President’s Day – NO SCHOOL
February 20	End 2 <sup>nd</sup> Trimester – Elementary
March 4- 29	SBA Testing - 4th Grade
March 25-29	Spring Break
April 1	School Resumes - All Students
April 15 - May 10	PARCC Testing Window
*May	RRHS Graduation
*May	CHS Graduation
*May	RRCA Graduation
*May	IHS Graduation
May 22	LAST DAY FOR STUDENTS & STAFF
May 23-24 ***	***Weather Make-Up Days****

Other events may be scheduled during the school year and notification will go out in the Raven Reporter.

**\* At the time of print, the High School Graduation dates had not been determined by the RRPS District. Please visit [www.rrps.net](http://www.rrps.net) for more information on these dates.**

**OFFICE HOURS**

Front Office Hours Monday-Friday, 8:00 a.m. to 4:30 p.m.

**BELL SCHEDULE**

8:45 a.m.	Staff on Duty
8:55 a.m.	First Bell- Students Line Up
9:00 a.m.	Tardy Bell and Instruction begins
12:45 p.m.	Wednesday School Dismissal
4:00 p.m.	Monday, Tuesday, Thursday and Friday Dismissal
4:15 p.m.	Staff off Duty

### **ATTENDANCE**

Definition of an Attendance Day—Students are considered to be in attendance when in class or in a school-approved activity. If a student attends school for one-half or less of the total instructional time, the student will be counted as having attended for one-half day. The one-half day mark is at 12:30 p.m. (12:00 p.m. on Wednesdays). If the student attends school for more than one-half of the total instructional time, the student will be counted as having attended for a full day.

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

Absences will be excused for the following reasons: doctor’s appointment (please bring in doctor’s note), illness, a death in the family, emergency, religious commitment, diagnostic testing or other circumstances approved by the school administrator. Vacations are considered unexcused absences. A written request to the principal will be considered.

### **RRPS ATTENDANCE POLICY**

- When a student is absent, first contact the attendance line and then your child’s teacher to request make-up work. All teachers have voice mail. Your child will have as many days to make-up the work as he/she was absent. (i.e. 3 days absent/3 days to make-up work) Please allow the teacher at least 4 hours notice before picking up work in the front office. If a student has an unexcused absence, the teacher is not expected to provide make-up work for the student.
- When a student accrues 10 or more excused absences or 3 unexcused absences, the principal will send a letter to the parent/guardian stating specific attendance policies.
- When a student has 10 or more unexcused absences during a semester, the case may be referred to the Rio Rancho Public Schools Truancy Office who will contact you to discuss student attendance and the New Mexico Compulsory Attendance Law.
- When a student has received 10 consecutive absences during the school year, the child will be automatically disenrolled.

### **Reporting a Student Absent**

If your child will be absent, please call the Attendance Line 338-2320 before 9:30 a.m. on the day of the absence and leave the following information:

*Name of child, Teacher’s Name, Reason for absence, and Your name & relationship*

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

### **Tardies**

When your child is tardy, he or she is missing instruction for the day. If your child comes in late, he or she will miss this information and the class will be disrupted. **In the event a tardy cannot be avoided, a parent must bring the student into the building to receive a tardy slip.** At 9:00 a.m. a student is considered tardy and must get a tardy slip before reporting to class. **For safety reasons please do not drop your student off and let him or her walk in unsupervised.** Your child's safety is very important to us. No student will be admitted after 9:00 a.m. to class without a note from the office. An exception will be made in the case of a late bus and this will be announced to staff.

### **Excusing Students from School**

A child is not permitted to leave the school grounds before regular dismissal without parent/guardians checking them out, in person, through the office. Parents are to come directly to the office, sign their child out, and the child will be called from the classroom. Please be ready to show your ID. Try to schedule appointments before or after school or on Wednesday afternoons if possible. No one may check your child out of school unless they are in PowerSchool as an emergency contact or you have notified us in writing prior to the dismissal with verbal verification. **Students will not be released if they are at recess or after 3:30 p.m. on M,T,Th, F and 12:15 p.m. on Wednesday without permission of the principal or his/her designee.** ➤ **Please exercise caution and patience while driving in school zones. SPEED LIMIT IS 5 MPH.**

Supervision of students begins at 8:45 a.m. and ends at 4:15 p.m.. Staff members are not monitoring students prior to or after that time. If your child is consistently arriving early, walks to school early, or is consistently picked up late, you will receive notice from the principal, and possible referral to Children Youth and Families Division. **Please be advised that consistently allowing your child to be unsupervised before and after school hours constitutes neglect.**

If you have an appointment with a staff member or are volunteering in the school, remember to park in the parking lot in front of the school. Please do not park in the drop-off lane. You will block access for families dropping off children.

Students should only be picked up and dropped off along the curb of the parking lot off of Shiloh Road NE. The parking lot off of the access road is for buses only. Cars parked in the bus parking lot on the southeast side of the school will be towed away. Please, for the safety of everyone, do NOT use your cell phone or be distracted in any way when students are present during drop-off and/or pick-up.

The drop-off zone in front of the school is between the gates on either end of the fire lane in front of the school. Please DO NOT drop-off or pick-up outside of these areas.

### **ARRIVAL AND DEPARTURES**

#### **Drop-Off Procedures**

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

**PLEASE DO NOT DROP YOUR STUDENT OFF PRIOR TO 8:45 AM.** We do not have staff on duty until that time. This is for the safety of your child.

### **Pick-up Procedures**

You may park in the parking lot on the east side of the administration building (off of Shiloh Rd.). Meet your child in front of the building and walk your child **across the crosswalk** to your car. If you choose to wait for your child in your vehicle, please pull your car as far forward as possible along the curb to allow cars to fill in behind you. **Students will enter cars east of the crosswalk only. Please do not allow your child to walk along the sidewalk and enter your vehicle.** Once your child has entered your vehicle, please pull out and exit the lane. If the car in front of you has pulled out and you are still waiting, please pull forward to allow cars behind you to pull to the curb. Students may enter vehicles anywhere along the curb.

### **CROSSWALK PROCEDURES**

All visitors to the school are asked to use the crosswalk area to access the school from the parking lot. Please do not park and go around the ends of the fence to cross through traffic. Remember the safety of your children comes first and we ask all adults to model the correct behavior.

### **Wilpett Road and King Blvd. and Wilpett and Shiloh Crossing**

Children walking to school who must cross Wilpett Road or King Blvd. to come on campus **MUST use the crosswalk.** The crosswalks are monitored daily by a crossing guard who will ensure that students are able to cross the street safely. Please remind your child to wait for the crossing guard to give the signal to cross. Always have your student walk (never run) across the crosswalk. Parents and students must remember to be courteous to the crossing guard.

**Older Siblings Picking Up Children from School** - Middle school and high school students are not allowed on the campus unless accompanied by a parent. Special permission may be granted by the principal for those middle school students who need to pick up younger siblings. While waiting for siblings, they must display respectful and appropriate behavior. Offenders will be warned one time. After that, they will be reported to DPS. All older siblings are required to follow the school rules as outlined in this handbook.

### **INCLEMENT WEATHER, ABBREVIATED DAYS, & EARLY DISMISSAL**

An abbreviated day begins two hours later than the regular schedule. Bus schedules are also delayed two hours. Notification is usually given by 6:00 a.m. should the complete cancellation of school be necessary. Notification is usually given by 8:00 a.m. when an abbreviated day is called. Please avoid calling the school or the district office for this information. It is



recommended that families plan for such emergency closures. The SAFE program will be on a two hour delay when the schools are on a delay. In the event that school is canceled, SAFE is also canceled. On an abbreviated day school starts at 11:00 a.m.

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

Radio: 770 KKOB-AM; NASH FM 92.3 KRST; 93.3 KOB-FM

TV: KOB Channel 4; KOAT Channel 7; KRQE Channel 13

You may also visit our website: [www.rrps.net](http://www.rrps.net)

If severe weather conditions materialize during the school day, the decision for early dismissal must be made by 11:30 a.m. and will be announced on the radio and TV. Families should have alternate arrangements for their children in this event. Bus students will go home on the bus and the walkers will walk home. Be sure that someone is there for your child to let him or her in when they arrive. We realize that many of our families work in Albuquerque or Santa Fe and will not be able to pick their child up as usual. As a family, plan where your child is to go, and what neighbors or other family members will take care of your child, then let the school know in writing on the Acknowledgement of Handbook page at the front of this handbook. Be sure your child returns it to his/her teacher.

Please go to [ww.rrps.net](http://ww.rrps.net) and link to the new Student Transportation Handbook.

### **BUS ARRANGEMENTS**

Please be sure your child knows where to go after school each day. It is a disruption to the entire class when messages must be delivered. In the event that emergencies arise, a message will be promptly delivered to the classroom. Children who normally ride the bus will always be placed on the bus. The only time they will not be placed on the bus is if a written note is given to the teacher alerting him or her of the changes. Children will not be allowed to change buses unless it has been approved by the Student Transportation Office at RRPS (338-0078 ext. 104). Changing buses for social reasons is not acceptable. **All** arrangements must be communicated by the parent to the teacher if any changes are made relating to arrival or departure from the school.

### **BICYCLE & SCOOTER SAFETY**

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

- Children may ride their bicycles or scooters on public roads, but *must walk bikes and scooters any time they are on school grounds*.

- Bicycles must be stored on the bicycle rack and secured with a lock. Scooters must be folded up and kept in backpacks or secured at the bicycle rack.
- Children are required to wear helmets while riding bicycles and scooters.
- **Shoes with wheels are NOT allowed on campus!**

**BEFORE & AFTER SCHOOL PROGRAMS**

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

For children K-5th Grade

- Limited to 100 students per site
- Contact: The SAFE Program Manager
- (505) 896-0667 ext. 51237 or Marsha Martinez, Secretary at ext. 51237
- Cielo Azul Site Supervisor #: 338-2320
- Before School: M-F 7:00 a.m. - 8:55 a.m. / After School 4:10 p.m. - 6:00 p.m.
- After School: M-F After School Release - 6:00 p.m. (Including Wednesdays)

**SCHOOL RULES**

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

Parents should read the rules to students and help teach the rules. When parents support the school’s expectations of appropriate behavior, students have more success; both with behavior and achievement.

We will be focusing on five major behaviors this year. We will expect the students to be Safe, On Time, have an A PLUS Attitude, show Respect, and be Responsible. The following matrices delineate our expectation in a variety of situations. It is important to note that this is a work in progress, and as such, not all scenarios have been covered in our matrices. Students are expected to do the “right” thing.

**POSITIVE BEHAVIOR SUPPORT**

<b>Common Area</b>	<b>Responsible</b>	<b>Respectful</b>	<b>Safe/On Time</b>	<b>A+ Attitude</b>	<b>A+ Attitude</b>
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All Common Areas	<ul style="list-style-type: none"> <li>*Follow school rules.</li> <li>*Remind others to follow school rules.</li> <li>*Take proper care of all personal belongings and school equipment.</li> <li>*Tell the truth.</li> <li>*Walk directly to destination.</li> </ul>	<ul style="list-style-type: none"> <li>*Clean up after self.</li> <li>*Follow and listen for directions.</li> </ul>	<ul style="list-style-type: none"> <li>*Walk facing forward.</li> <li>*Keep hands, feet and objects to self.</li> <li>*Get adult help for accidents and spills.</li> <li>*Use all equipment and materials appropriately.</li> </ul>	<ul style="list-style-type: none"> <li>*Be thankful.</li> <li>*Speak politely.</li> <li>*Display a positive attitude.</li> </ul>	<ul style="list-style-type: none"> <li>*Use kind words and actions.</li> <li>*Use good manners.</li> </ul>
Line Behavior	<ul style="list-style-type: none"> <li>*Eyes and body facing to front.</li> <li>*Keep the line together.</li> <li>*Report problems to your teacher or an adult.</li> </ul>	<ul style="list-style-type: none"> <li>*Wait patiently.</li> <li>*Use quiet voices.</li> </ul>	<ul style="list-style-type: none"> <li>*Keep hands by your side.</li> <li>*Always walk.</li> <li>*Listen for directions.</li> <li>*Hold the door open for the person behind you.</li> </ul>	<ul style="list-style-type: none"> <li>*Say "Thank You" to the door holder.</li> <li>*Speak and walk politely.</li> </ul>	<ul style="list-style-type: none"> <li>*Keep your hands off the wall and table.</li> <li>*Use good manners.</li> </ul>
Cafeteria	<ul style="list-style-type: none"> <li>*Wait quietly in line.</li> <li>*Keep the line moving.</li> <li>*Wait to be excused as a class.</li> <li>*Get all utensils, milk, etc. when first going through the line.</li> <li>*Make good choices and eat what you take.</li> </ul>	<ul style="list-style-type: none"> <li>*Use quiet voices.</li> <li>*Clean up after self.</li> <li>*Stay in order and speak your name clearly.</li> <li>*Respect others personal space.</li> <li>*Dispose of food and tray properly.</li> </ul>	<ul style="list-style-type: none"> <li>*Keep all food to self.</li> <li>*Sit with knees under the table, bottom on bench, and facing forward.</li> <li>*Enter and exit according to traffic pattern.</li> </ul>	<ul style="list-style-type: none"> <li>*Be patient.</li> <li>*Be grateful for the choices you have.</li> </ul>	<ul style="list-style-type: none"> <li>*Say "Please" and "Thank You".</li> <li>*Don't save seats.</li> <li>*Use kind words and appropriate language.</li> </ul>

Playground/ Recess	<ul style="list-style-type: none"> <li>*Use bathroom pass for leaving the area.</li> <li>*Get a pass from a duty and return it to a duty.</li> <li>*One person per pass.</li> <li>*Use bathrooms by the gym only.</li> <li>*Be prepared for the weather and take your items with you when you leave.</li> </ul>	<ul style="list-style-type: none"> <li>*Play fairly.</li> <li>*Include others.</li> <li>*Respect the equipment and environment.</li> <li>*Share the equipment.</li> <li>*Follow the rules.</li> <li>*Put your trash in the trash can.</li> </ul>	<ul style="list-style-type: none"> <li>*Walk to and from the playground.</li> <li>*Stay within boundaries.</li> <li>*Be aware of activities/games around you.</li> <li>*No play fighting or real fighting.</li> <li>*What is on the ground STAYS on the ground (rocks, wood chips, sand, ice, snow, etc.)</li> <li>*Use all equipment and materials appropriately.</li> <li>*Get adult help for accidents.</li> </ul>	<ul style="list-style-type: none"> <li>*Resolve problems with words.</li> <li>*Use mediators.</li> </ul>	<ul style="list-style-type: none"> <li>*Include others.</li> <li>*Make new friends.</li> </ul>
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Passing Areas Halls Sidewalks Portable Areas	<ul style="list-style-type: none"> <li>*Walk at all times.</li> <li>*Stay on sidewalks.</li> <li>*Walk directly to your destination.</li> </ul>	<ul style="list-style-type: none"> <li>*Hold the door open for the person behind you.</li> <li>*Use quiet voices.</li> </ul>	<ul style="list-style-type: none"> <li>*Follow the traffic pattern.</li> <li>*Stay with your group.</li> </ul>	<ul style="list-style-type: none"> <li>*Say "Thank You" to the person holding the door.</li> </ul>	<ul style="list-style-type: none"> <li>*Be courteous to others.</li> <li>*Say "Excuse Me".</li> </ul>
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Bathrooms	<ul style="list-style-type: none"> <li>*Flush toilet after use.</li> <li>*Return to room promptly.</li> <li>*Use a bathroom pass.</li> <li>*Use appropriate</li> </ul>	<ul style="list-style-type: none"> <li>*Knock on stall door before entering.</li> <li>*Give people privacy.</li> <li>*Use quiet voices.</li> <li>*Keep area and walls</li> </ul>	<ul style="list-style-type: none"> <li>*Keep feet down.</li> <li>*Keep water in the sink and turn water off when you're done.</li> <li>*Wash and dry hands.</li> <li>*Put your trash</li> </ul>	<ul style="list-style-type: none"> <li>*Be patient.</li> </ul>	<ul style="list-style-type: none"> <li>*Wait your turn.</li> </ul>
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	amount of supplies. *Report problems to your teacher or an adult.	clean and unmarked. *Use correct bathroom.	in garbage can.		
Special Events & Assemblies	*Follow school rules. *Take proper care of all personal belongings and school equipment.	*Use audience manners. *Sit on bottom. *Be quiet.	*Wait for arrival and dismissal signal. *Stay with your class.	*Wait patiently. *Applaud appropriately. *Be appreciative. *Listen with an open mind and have a good attitude.	*Be attentive.
Field Trips	*Arrive and leave on time. *Take proper care of all personal items. *Turn in permission slip and money on time. *Dress appropriately for the event.	*Follow adult directions. *Respect the environment that you are in.	*Follow all school rules from the start of the trip to the end. *Stay with your assigned adult. *Follow bus rules.	*Listen with an open mind and have a good attitude. *Represent CAE with pride.	*Use good manners.
Bus	*Once you are on the bus stay in your seat until you are dropped off. *Use quiet voices.	*Follow directions from the bus driver the first time given. *Keep hands, feet, and objects to yourself.	*Remain seated in your assigned seat at all times. *Keep all parts of your body and objects in the bus.	*Be patient. *Have a good attitude.	*Use appropriate language. *Treat each other with respect.

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

**CAES SCHOOL RULES AND EXPECTATIONS FOR CLASSROOM ROUTINE**

School Rule	Responsible	Respectful	Safe/On Time	A+ Attitude	A+ Attitude

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

<b>Starting the day</b>	<p>Teacher greets each child as they enter and children greet each other</p> <p>Put personal belongings in designated areas</p> <p>Turn in homework</p> <p>Put instructional materials in desks</p> <p>Sharpen pencils and gather necessary materials for class</p> <p>Be ready to start class on time</p>
<b>Entering the classroom</b>	<p>Enter the room quietly</p> <p>Use a conversational or 'inside voice'</p> <p>Keep hands, feet, objects to self</p> <p>Walk</p> <p>Move directly to desk or designated area</p> <p>Sit quietly and be ready for class</p>
<b>Working independently</b>	<p>Select area to work</p> <p>Have materials ready</p> <p>Work without talking</p> <p>Raise hand to ask for help</p> <p>Keep working or wait patiently for assistance when the teacher is helping someone else</p> <p>Move quietly around the room when necessary</p> <p>Put materials away when finished; clean up after yourself</p> <p>Begin next activity when finished</p>

<b>Asking for help</b>	Always try by yourself first Use the classroom signal for getting assistance Keep working if you can or wait quietly Remember the teacher has other students that may also need help
<b>Taking care of personal needs</b>	Follow the class signal for letting the teacher know you have a private concern Let the teacher know if you need immediate help or if you can wait a while Try to speak to the teacher privately and quietly if you do not want other students involved
<b>Completing &amp; returning homework</b>	Collect your work to take home Complete work, get parent signature when needed Bring work back to school Return work to homework basket

### **HOMEWORK POLICY**

Recent research surrounding the topic of the effectiveness of homework has brought to light many issues facing families today. As the amount of quality time that families have together shrinks, it is the responsibility of the school to provide meaningful homework experiences that are age appropriate. Cooper’s research (1982a) found that there is no clear-cut data that shows homework benefits students in early elementary grades. However, beginning in grade four, students who have appropriate homework that enhances and extends learning in the classroom, clearly has benefits. Cooper (2007) suggested that research findings support the common “10 minute” rule which states that all daily homework assignments combined should take about as long to complete as 10 minutes multiplied by the student’s grade level. At Cielo Azul, we strive to provide meaningful homework experiences that extend student learning. We believe that every child should spend time in the evenings reading text at their independent reading level. (Please ask your child’s teacher to help with selection of material for nightly reading). Reading Logs may be provided by your child’s teacher for you to record nightly reading. In the upper grades students will be required to complete homework at least 3 times per week. Please support your child by helping them to set aside time for nightly reading and completion of assignments. Organizational skills supported by homework is one of the keys to academic success.

#### **Time guidelines**

- **Kindergarten:** A maximum of 15 minutes per night inclusive of nightly reading with parents, or not to exceed 60 minutes per week.
- **First Grade:** A maximum of 15 minutes per night inclusive of nightly reading, or not to exceed 60 minutes per week.
- **Second Grade:** A maximum of 20 minutes per night inclusive of nightly reading, or not to exceed 80 minutes per week.
- **Third Grade:** A maximum of 35 minutes per night inclusive of nightly reading, or not to exceed 140 minutes per week.



- **Fourth Grade:** A maximum of 40 minutes per night inclusive of nightly reading, or not to exceed 160 minutes per week.
- **Fifth Grade:** A maximum of 45 minutes per night inclusive of nightly reading, or not to exceed 180 minutes per week.

**PERSONAL POSSESSIONS**

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

**LOST & FOUND**

All lost items are to be turned into the Lost and Found which is located by the cafeteria. Students are encouraged to check for all lost items there. Parents are reminded that a child's name needs to be on every personal item brought to school. Please put names in your child's jackets, sweatshirts, sweaters, lunch boxes, etc. so we can get those items to your child if found. The Lost and Found is cleaned out at winter break, spring break, and at the end of the year. All items that are not claimed will be given to CAE's clothing bank.

**INTERNET ACCESS**

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

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

- First Incident: A warning will be given and parents notified.
- Second Incident: Access to the Internet denied to students for the remainder of the year. No Exceptions.

**FOOD SERVICES**

The cafeteria is set up to serve a buffet type lunch. The contractor working with Rio Rancho Public Schools this year is Sodexo. Their phone number is 892-1784.

If your child chooses to eat lunch in our cafeteria, please have your child bring a check to pay on a weekly or monthly basis. Make checks payable to: Cielo Azul Elementary (CAE). This saves time and helps with our bookkeeping procedures. Prices for 2018-19 may vary; and are subject to change, but as of printing date are:

	Regular	Reduced				
Breakfast	\$2.00	\$0.30		Adult's Breakfast	\$1.25	Breakfast Entrée \$0.75
Lunch	\$2.20	\$0.40		Adult Lunch	\$3.00	Adult Visitors \$3.75
Milk	\$0.50			Additional Entrée	\$1.35	Separate Entrée \$1.74
Juice	\$0.35			Lunch Sides	\$0.50	Water with meal \$0.50
						Water without meal \$0.75

In order for your child to become eligible for reduced or free lunch, a form must be filled out and approved by the cafeteria manager. If you think you may qualify for free or reduced lunch/breakfast, please request a form from the front office. All of the information is confidential. The number of children that participate in the free and reduced lunch program help our school qualify for extra federal funding for Title I Programs. If you do not want to participate in the free or reduced breakfast/lunch program and you qualify, it still supports the school's opportunity for additional funding.

Parents are asked to provide healthy snacks when requested by a classroom teacher. This includes any food that will be consumed by students at school celebrations. Please check with your child's teacher for information regarding students in the classroom with food allergies.

**SNACK SALES – CLASSROOM CELEBRATIONS**

Parents are asked to provide healthy snacks when requested by a classroom teacher. This includes any food that will be consumed by students at school celebrations. Please check with your child's teacher for information regarding students in the classroom with food allergies.

Each grade has been assigned a month throughout the school year where they will be responsible for arranging volunteers to run the snack sales for them. That grade level will receive the proceeds from the snack sales for that month. This money will be used to support classroom events or to buy materials that directly benefit the students in that class. The proceeds benefit our PBIS program.

**RAVEN REPORTER NEWSLETTER**

The school newsletter, The Raven Reporter, is published and posted to our website and sent via-email every other week. It is very important that you look for this publication and read it. It is our way of keeping you informed of the activities going on in the school and community. Teachers will send home monthly or weekly newsletters as well. This information can also be accessed on our website: <http://cieloazul.rps.net>

**REPORT CARDS, PROGRESS REPORTS, PARENT/TEACHER CONFERENCES**

Rio Rancho Public Schools report student progress on a trimester basis. Elementary students

have scheduled conference times with each teacher during the first and second trimester. Your child's teacher will be looking forward to talking with you about his/her academic success and progress reports. Please plan to attend. If you have questions about the grading scale please contact your child's teacher. If your child has an outstanding library fine, his/her report card will be held until the fine is paid.

### **VISITORS ON CAMPUS**

You are always welcome at Cielo Azul Elementary School. **ALL VISITORS (INCLUDING THOSE NEEDING TO SEE THE NURSE) MUST SIGN IN AT THE FRONT OFFICE AND RECEIVE A BADGE SIGNIFYING THAT YOU ARE A CAMPUS VISITOR. YOU MUST PRESENT YOUR DRIVER'S LICENCE OR VALID ID AT THIS TIME.** Anyone seen on campus without this badge will be asked to report to the school administration. This is for the safety of your children.

The Principal and/or Assistant Principal will use their discretion; and have the authority, to ask any visitor or volunteer who is anywhere on campus to leave should they feel that there is a threat or safety issue with any student or staff. (RRPS Board Policy 546 Section A-1-a and Section A-3 view at <http://rrps-school-board-rrps.net>)

If you are on campus to volunteer in a classroom, please make sure you have scheduled this time with your child's teacher. We ask that parents not request to volunteer in classroom until after the Labor Day Holiday. This enables teachers the time to get classroom routines established. If you wish to observe in your child's classroom, we request 24 hour notice by filling out an observation request form before scheduling a specific date and time.

To minimize classroom interruptions, we are asking that you help us by not disrupting the classrooms during the instructional day. Unless you have been asked to volunteer in your child's classroom, please do not go into the classroom. If you have food or other items that need to get to a classroom, please leave them in the front office and we will ensure that they get delivered to your child's room.

### **FIELD TRIPS/VOLUNTEERS/CHAPERONES**

Parents who wish to volunteer at the school in any capacity or chaperone on field trips are required to have a complete background check via fingerprints by RRPS District Office ([www.rrps.net](http://www.rrps.net); under the District tab - Volunteer). Parents who are not approved **may not** volunteer within the school or attend any field trip. Parents without a district approved volunteer badge may not meet their student at the place of the field trip - simply, parents and/or guardians cannot attend field trips without a volunteer badge. No Exceptions will be made. This is for the safety of our students. (RRPS Board Policy 292 view at <http://rrps-school-board-rrps.net>). Siblings are not allowed on campus with the parent while he/she is volunteering or on any field trip.

### **STUDENT PLACEMENT & CLASS CHANGE POLICY**

Many hours are spent carefully placing students into classrooms. This is done primarily by teachers with input from the site specialist, the counselor and administration. Finally, teachers are assigned to classes of students by administration. Teachers do not assign students to teachers. Please do not ask teachers to recommend another teacher for the following year.

You may discuss any concerns with the principal. The following is a list of the criteria we use:

- Equity in classrooms with regard to gender, ability, special needs, and behavior issues.
- Separating children who have personality conflicts.
- Class programs such as inclusion, learning style, etc.
- Parent concerns sent to the administration in writing in the spring of each year.

The placement process is good but not perfect. In the event that you have concerns about your child's placement, a procedure has been established.

- No student will change classes within the first three weeks of school.
- No changes in class placement will be made until parents and classroom teacher have had a conference a minimum of two times to address the concerns of parent or teacher. The counselor may be invited to assist or mediate.
- Parents and classroom teacher must agree another placement is what is best for the student.
- Request a conference with the principal at this time to determine:
  - If a change should be made.
  - If space is available in another classroom.
  - If the receiving teacher is appropriate for the student.
  - If the Student Assistance Team needs to help with strategies.

### **COUNSELOR**

The counselor in our school helps in many ways. The counselor works closely with parents, teachers, administration, and various other community agencies to provide guidance to our students.

### **PARENT ADVISORY COUNCIL**

Parent Advisory Council is one of the leadership bodies of the school. The Council consists of an elected/ appointed representative from each of the following groups: parents, community representative, teachers, and administrators. Elections will be held at the beginning of the school year for these council positions. Through this council, activities are planned, decisions are made and various curriculum issues are discussed and implemented. Please see the school website for all meeting dates and times.

### **RRPS WEAPONS POLICY**

The Rio Rancho School Board has a weapons policy #347-1 that forbids the possession, custody and use of weapons by unauthorized persons in or around school property. This policy is enacted to implement the requirements of the federal Gun Free Schools Act, 20 U.S.C. 8921 (a) (1). Students found to be in violation of this policy shall be subject to discipline, including short-term, in or out of school suspension not to exceed ten days, long-term suspension, and expulsion. Therefore, we are asking for help from the entire community as we continue to keep weapons and look-alike weapons out of schools. Our school policy is simple: **NO WEAPONS OF ANY KIND ARE ALLOWED AT SCHOOL OR AT ANY SCHOOL EVENT.**

A “weapon” is any firearm, any knife, any explosive device, or any other object (even if manufactured for a nonviolent purpose), that has a potentially violent use, or any “look-a-like” object that resembles an object that has a potentially violent use, if, under the surrounding circumstances, the purpose of keeping or carrying the object is for use, or threat of use, as a weapon.

### **RRPS SUBSTANCE ABUSE POLICY**

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

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

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

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

### **HEALTH OFFICE**

Our Health Office is staffed by a registered nurse and a health aid. Should your child require attention because of an illness or injury, the health office staff will attend to their needs. When you register your child for school, you will be asked to fill out a medical authorization card which includes a section for listing your child’s health history and health needs, along with contact phone numbers for home, work, and an emergency contact persons. Completing the medical authorization form enables the health office staff to provide the best possible care to your child at school.

Many children are able to attend school outside of the home because of the effectiveness of medications in treating chronic disabilities and many long and short-term illnesses. If possible, all medications should be administered at home. If this is not possible the school nurse needs to know what medications need to be given at school. The school nurse or certified health office staff are allowed to administer medication to students at school. Health Office staff will supervise administration of prescription medication if the parents have provided a doctor’s authorization form with the proper instructions on the dispensing of the medication during school hours. Over-the-counter medications like Tylenol and Benadryl can be given at school without a doctor’s authorization if the parents have provided the health office with written

authorization. Rio Rancho Public School Policy requires that medications provided by parents for administration at school are new unopened/unused prescription or over-the-counter medications. Medication prescribed by a physician needs to include the pharmacy label.

### **Student Self-Medication at School**

Students are normally not permitted to carry or give medications to themselves while at school. However, under specific conditions a student may carry and self-administer certain prescribed medications. In general, this provision applies only to metered dose inhalers, auto-injectable epinephrine and insulin applied via insulin pump. Students may carry and self-administer medication if the following conditions are met:

1. The student's health care practitioner has prescribed the medication for use by the student during school hours and has instructed the student in the correct and responsible use of the medication;
2. The student has demonstrated the skill level necessary to use the medication and any device that is necessary to administer the medication to the student's health care practitioner and the school nurse or other school official who is a public education department licensed health care provider;
3. The school nurse, in cooperation with the health care practitioner, formulates a written treatment plan for managing the asthma, anaphylaxis episodes or diabetes of the student for medication use by the student during school hours; and
4. The parent/guardian has provided all required documentation to the school nurse including, but not limited to, a signed Authorization to Administer Medication form and the health care practitioners written instructions or treatment plan.

### **Getting Medications to School**

**Please do not send any medication to school with your child.** Student safety and Rio Rancho Public Schools Policy require that parents, not students, bring both prescription and over-the-counter medications to the health office in person.

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

New Mexico law states that a school district cannot assume liability for costs incurred in students' accidents. The New Mexico Public School Insurance Authority makes a low cost student accident policy available to all students in Rio Rancho Public Schools. This Policy is

optional and explained in the brochure sent home at the beginning of each school year.

### **RRPS SCHOOL WEAR POLICY**

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:

#### **Allowed:**

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

#### **Not Allowed:**

- Insignias can be no larger than 3 inches x 3 inches.
- No graphics, pictures, or writing on clothing shall be permitted except as part of an insignia.
- Revealing or see-through clothing.
- Exposed underwear including boxers, sports bras, and bras; saggy pants revealing underwear or any portion of the body below the naval.
- Dresses, skirts, shorts, and skorts, including slits, shorter than three (3) inches above the bend of the knee.
- Sleeveless tops: all tops (male and female) are to have a sleeve
- Pajamas (tops or bottoms), unless it is a sanctioned school function, i.e., pajama day.
- Ripped or torn clothing. Bandanas, 'do-rags', shower caps, and hairnets.
  
- Spiked jewelry and jewelry that is obscene, disruptive to the educational process or that could endanger students.
- Belt loop chains, wallet chains, and extended belts.
- Trench coats.
- Baseball caps indoors, unless it is a sanctioned school function, i.e., crazy hat day..
- Heelys. Flip-flops or Jelly shoes (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. No flip flops or “Jelly” shoes are allowed. Sandals must have a backing on the heel.
- 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 and 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.

**RELATED ARTS CLASSES**

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

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

**Music** - Some performances take place in the evening and your child is expected to participate.



If this is impossible, you must contact the Music teacher and obtain alternate assignments to complete the grade.

**Art** - Students attend Art classes as much as the schedule permits.

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

**Computers** - Students will attend Computer Class through the related arts rotation to learn basic computer skills and technology. Each classroom is also furnished with computers for student use.

### **ELECTRONIC DEVICES**

Electronic items such as, but not limited to, personal gaming devices, tablets, cameras, cellular phones/devices, Apple/phone watches, or any other similar devices are not allowed to be used on campus between 8:55 a.m. and 4:00 p.m. without written permission from an administrator. These devices must remain off and in the student's backpack (at their own risk). Students caught with any device will face their first offence. The device will be taken away from the student and the parent can pick up the item/s in the office. Subsequent offenses will result in the item being held until the end of the school year. Cielo Azul Elementary and its staff members will not be responsible for the loss or damage of any personal electronic devices.

### **INSURANCE**

New Mexico law states that a school district cannot assume liability for costs incurred in students' accidents. The New Mexico Public Schools Insurance Authority makes a low cost student accident policy available to all students in Rio Rancho Public Schools. The policy is optional and explained in the brochure sent home during registration at the beginning of school. If you need additional information during the school year, please contact the front office at 338-2320.

### **TITLE IX**

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

### **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 and appropriate public education (FAPE). This provision applies to qualifying disabled students whose disabilities are not so severe as to create IDEA eligibility.

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

### **RRPS BOARD POLICY AND STATE DEPT. OF EDUCATION**

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



### **NOTIFICATION OF RIGHTS FOR RRPS ELEMENTARY AND SECONDARY SCHOOLS: 2018-19 SCHOOL YEAR**

**GENERAL RIGHTS UNDER FERPA.** The federal Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older or are enrolled in a postsecondary school ("eligible students") certain rights with respect to the student's education

records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Principal of your student's school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend a record should write the School Principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by RRPS to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: *Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202*

**EXCEPTIONS TO DISCLOSURE OF PERSONALLY IDENTIFIABLE INFORMATION (PII) WITHOUT PRIOR CONSENT.** One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school may disclose education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled, if the disclosure is for purposes of the student's enrollment or transfer. RRPS will forward these records on request without notifying a parent or eligible student unless the parent or eligible student has notified the Principal in writing within fifteen (15) days of publication of this notice, or fifteen days of enrollment (whichever is later) that prior written consent is necessary.

PII can also be disclosed under Public Education Department regulations, without prior notification or consent, to outside organizations for legitimate educational purposes. "Legitimate educational purposes" are defined as educational opportunities, services and/or information offered or provided by accredited

educational entities or professional educational organizations.

**DIRECTORY INFORMATION.** RRPS may disclose appropriately designated “directory information” without written consent, unless a parent or eligible student has advised the school to the contrary in accordance with RRPS District procedures. Directory information is information that is generally not considered harmful or an invasion of privacy if released. The primary purpose of directory information is to allow RRPS to include this type of information from student education records in certain school and district publications. Examples include:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- School and district websites and newsletters
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

For the 2018-2019 school year, RRPS has designated the following information as directory information:

1. Student’s name
2. Grade in school;
3. Name of school;
  1. Eligibility and participation in officially recognized activities, including but not limited to fine arts exhibits, performing arts programs, other performances, graduation programs and sports events;
5. Weight and height of members of athletic teams;
6. Honors and awards received;
7. Yearbooks; and
  1. Identification in print, electronic or visual media, including photographs, videotapes, and video images, depicting school programs or activities.

In addition, two federal laws require RRPS, which receives assistance under the *Elementary and Secondary Education Act of 1965* (ESEA), to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent. [1]

If you do not want RRPS to disclose directory information from your student’s education records, information for legitimate educational purposes or military recruiters, without your prior written consent, you must notify the Principal of the school where the records are kept in writing within fifteen (15) days of publication of this notice or within fifteen (15) days of enrollment, whichever is later. The objection must state what information the parent or student does not want to be classified as directory information. If no objection is received within the applicable fifteen (15) day period, the information will be classified as directory information until the beginning of the next school year.

A complete list of disclosures of directory information and PII that the school may make without parental consent is on the RRPS website (rrps.net) and available at the School Principal’s office.

### **Protection Of Pupil Rights (“PPRA”) Notice**

The federal Protection of Pupil Rights Act (PPRA) affords parents and eligible students, including students who are emancipated under state law, certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):

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. Sex 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 lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

· Receive notice and an opportunity to opt a student out of:

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

· Inspect, upon request and before administration or use:

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

RRPS has adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. RRPS will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. RRPS will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. RRPS will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time.

RRPS administers an annual "Student Safety and Satisfaction Survey" to a random sample of students in grades 5-12 that includes questions related to area 4 above. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of planned activities and surveys listed below and will be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

Following is a list of the specific activities and surveys covered under this requirement:

1. Collection, disclosure, or use of personal information for marketing, sales or other distribution.
2. Administration of any protected information survey not funded in whole or in part by ED.
3. Any non-emergency, invasive physical examination or screening as described above.

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, S.W. Washington, D.C. 20202-5901.*

### **Teacher, Instructional Support Provider, and Principal Qualifications**

The New Mexico Public School Code afford parents the right to request information about the licensure and other qualifications, teaching assignment, and training of their children’s teachers, instructional support providers including paraprofessionals, and school principals. Questions about teacher and staff qualifications should be directed to Dr. Susan Passell, Rio Rancho Public Schools Executive Director of Human Resources, 500 Laser Rd. NE, Rio Rancho, NM, 87124, (505) 896-0667 ext. 51136.

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[1] These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).

al nivel de la escuela secundaria (“estudiantes elegibles”) ciertos derechos con respecto a los expedientes educativos de sus estudiantes. Estos derechos son:

1. El derecho de inspeccionar y revisar los expedientes educativos del estudiante dentro de los 45 días después del día en que el director de RRPS de la escuela de su estudiante recibe la solicitud de acceso. Los padres o estudiantes elegibles deben presentar al director de la escuela una solicitud por escrito que identifique los archivos que desean inspeccionar. El oficial de la escuela hará los arreglos para el acceso y notificará al padre o estudiante elegible de la hora y lugar donde los archivos pueden ser inspeccionados. Las escuelas no están obligadas a proporcionar copias de expedientes a menos que por razón como una gran distancia sea imposible para que los padres o estudiantes elegibles revisen los expedientes. Las escuelas pueden cobrar una cuota por las copias.
2. El derecho de solicitar la enmienda de los archivos educativos del estudiante que el padre o estudiante elegible creen que son inexactos o conducente a error o en violación de los derechos de privacidad de acuerdo a FERPA.

Los padres o estudiantes elegibles que desean pedir a la escuela que se modifique el archivo deben escribir al director de la escuela identificando claramente la parte del expediente que quieren cambiar y explicar explícitamente porque se debe cambiar. Si la escuela decide no enmendar el expediente según lo solicitado por el padre o estudiante elegible, la escuela notificará al padre o estudiante elegible de la decisión y de su derecho a una audiencia sobre la solicitud de enmienda. Información adicional sobre los procedimientos de audiencia será proporcionada al padre o estudiante elegible cuando sea notificado del derecho a una audiencia.

3. El derecho a dar su consentimiento por escrito antes de que la escuela revele la información de identificación personal (PII) de los expedientes educativos del estudiante, excepto en la medida que FERPA autoriza la divulgación sin consentimiento.
4. El derecho a presentar una queja ante el Departamento de Educación de E.E. U.U. sobre presuntas fallas por parte de RRPS en cumplir con los requisitos de FERPA. El nombre y dirección de la oficina que administra FERPA son: *Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202*

**EXCEPCIONES A LA DIVULGACIÓN SIN CONSENTIMIENTO PREVIO.** Una excepción que permite divulgación sin consentimiento es la divulgación a funcionarios escolares con intereses educativos legítimos. Un funcionario escolar es una persona empleada por la escuela como un administrador, supervisor, instructor o miembro del personal de apoyo (incluyendo personal de salud o médico y personal de la unidad del orden público) o una persona que sirve en la mesa directiva. Un funcionario de la escuela también puede incluir a un voluntario o contratista que no trabaja en la escuela y que desempeña un servicio institucional de la función a la cual la escuela, de otra manera, tendría que ocupar a sus propios empleados y que esta bajo directo control de la escuela con respecto al uso y mantenimiento del PII de los registros educativos, tales como un abogado, auditor, asesor médico o terapeuta; un padre o estudiante voluntario para servir en un comité oficial, como un comité disciplinario o de quejas; o un padre, estudiante u otro voluntario que ayuda a otro funcionario escolar en el desempeño de sus tareas. Un funcionario escolar tiene un interés educativo legítimo si el funcionario necesita revisar un expediente académico para poder cumplir con su responsabilidad profesional.

A petición, la escuela puede divulgar los registros académicos sin consentimiento a funcionarios de otro distrito escolar en el cual el estudiante busca o intenta matricularse o ya está matriculado, si la divulgación es para propósitos de la matrícula o transferencia del estudiante. RRPS transmitirá estos registros a petición sin notificar a los padres o al estudiante elegible a menos que el padre o estudiante elegible haya notificado por escrito al director dentro de los quince (15) días de la publicación del

presente anuncio, o quince días de la matrícula (el posterior) que consentimiento previo por escrito es necesario.

PII también puede ser divulgada de conforme con los reglamentos del Departamento de Educación Pública, y sin notificación o consentimiento previo, a organizaciones externas con fines educativos legítimos. “Fines educativos legítimos” se definen como las oportunidades de educación, servicios y/o información ofrecida o proporcionada por entidades educativas acreditadas u organizaciones educativas profesionales.

**INFORMACIÓN DEL DIRECTORIO.** RRPS puede divulgar “información del directorio” apropiadamente designada sin consentimiento por escrito, a menos que un padre o estudiante elegible haya notificado a la escuela de lo contrario de acuerdo con los procedimientos del Distrito de RRPS. Información del directorio es información que usualmente no es considerada perjudicial o una violación de privacidad si es divulgada. El propósito principal de la información del directorio es permitir a RRPS incluir este tipo de información de los expedientes académicos del estudiante en ciertas publicaciones de la escuela y el distrito. Los ejemplos incluyen:

- Un programa mostrando el papel de su hijo en una producción dramática;
- El anuario;
- Cuadro de honor u otras listas de reconocimiento;
- Sitios web o boletines de la escuela y el distrito
- Programas de graduación; y
- Hojas de actividades deportivas tales como lucha libre, dando a saber el peso y altura de los miembros del equipo.

Para el año escolar 2018-2019, RRPS ha designado la siguiente información como información del directorio:

1. Nombre del estudiante
2. Grado en la escuela;
3. Nombre de la escuela;
4. Elegibilidad y participación en actividades oficialmente reconocidas, incluyendo pero no limitado a exposiciones de bellas artes, programas de artes escénicas, otras actuaciones, programas de graduación y eventos deportivos;
5. Peso y altura de miembros de equipos deportivos;
6. Honores y premios recibidos;
7. Anuarios; e
8. Identificación en forma impresa, electrónica o de medios visuales incluyendo fotografías, videocintas y videos de imágenes que representa a los programas o actividades escolares.

Adicionalmente, dos leyes federales requieren que RRPS, que recibe asistencia de acuerdo al Decreto de Educación Primaria y Secundaria de 1965 (ESEA), de proporcionar a los reclutadores militares, cuando soliciten la siguiente información – nombres, direcciones y listas telefónicas – a menos que los padres hayan notificado a LEA que no quieren que la información del estudiante sea proporcionada sin su consentimiento previo por escrito.

Si usted se opone a que RRPS divulgue información del directorio de los archivos educativos de su estudiante, información con propósitos educativos legítimos o a reclutadores militares sin consentimiento previo por escrito, debe notificar al Director de la Escuela donde se guardan los expedientes dentro de quince (15) días de la publicación de esta notificación o dentro de quince (15) días de la matrícula o el que tome lugar posteriormente. La objeción debe indicar la información que el padre o el estudiante no quiere que sea clasificada como información del directorio. Si no se recibe ninguna objeción dentro del plazo de los quince (15) días aplicables, la información será clasificada como información del directorio hasta principio del próximo año escolar.



Una lista completa de las divulgaciones de PII que la Escuela puede hacer sin consentimiento de los padres esta disponible en el sitio web de RRPS (rrps.net) y en la oficina del director de la escuela.

### **Aviso Protección de los Derechos del Alumno (“PPRA”)**

El decreto federal de Protección a los Derechos del Alumno (PPRA) proporciona a los padres y estudiantes elegibles, incluyendo a los estudiantes que están emancipados de acuerdo a la ley estatal, ciertos derechos con respecto a la realización de encuestas, recolección y uso de información para propósitos de mercadeo y ciertos exámenes físicos. Estos incluyen el derecho a:

- Consentimiento antes que los estudiantes estén obligados a hacer una encuesta que se refiere a una o más de las siguientes áreas protegidas (“encuesta de información protegida”) si la encuesta es financiada en su totalidad o en parte por un programa del Departamento de Educación (ED) de Estados Unidos:
  1. Afiliaciones políticas o creencias del estudiante o de los padres del estudiante;
  2. Problemas mentales o psicológicos del estudiante o de la familia del estudiante;
  3. Comportamiento o actitudes sexuales;
  4. Comportamiento ilegal, antisocial, auto-incriminación, o degradante;
  5. Valoraciones críticas de otros con quienes los encuestados tienen relaciones familiares cercanas;
  6. Relaciones privilegiadas reconocidas legalmente, tales como con abogados, doctores o ministros;
  7. Practicas, afiliaciones o creencias religiosas del estudiante o de los padres; u
  8. Otro ingreso que no sea el requerido por la ley para determinar elegibilidad para el programa.
- Recibir notificación y una oportunidad de optar que un estudiante no participe en:
  1. Cualquier otra encuesta de información protegida independientemente de la financiación;
  2. Cualquier examen que no sea de emergencia, examen físico invasivo o preevaluación requerida como una condición de asistencia, administrada por la escuela o su agente, y no necesario para proteger la salud y seguridad inmediata de un estudiante, con excepción de un examen de audición, visión o escoliosis, o cualquier examen físico o de preevaluación permitido o requerido de acuerdo al a ley del estado; y
  3. Actividades que involucren la recopilación, divulgación o uso de información personal obtenida de los estudiantes para comercialización o para vender o distribuir la información a otros.
- Inspeccionar, a petición y antes de administración o uso:
  1. Encuestas de información protegida de los estudiantes;
  2. Instrumentos utilizados para recopilar información personal de los estudiantes para cualquier comercialización mencionada arriba, ventas u otros propósitos de distribución; y
  3. Material de instrucción usado como parte del currículo educativo.

RRPS ha adoptado normas, en consultación con los padres, acerca de estos derechos, así como arreglos para proteger la privacidad de los estudiantes en la administración de encuestas de información protegida, y la recopilación, divulgación, o uso de información personal para comercialización, ventas u otros propósitos de distribución.

RRPS notificara directamente a los padres acerca de estas normas a lo menos anualmente, al comienzo de cada año escolar y después de cambios sustanciales.

RRPS también notificara directamente por medio del coreo U.S. Mail o correo electrónico, padres de estudiantes que estén programados para participar en actividades especificas o las encuestas indicadas

a continuación y proporcionaran la oportunidad de que los padres opten por que su hijo no participe en una actividad específica o encuesta. RRPS hará esta notificación a los padres al comienzo del año escolar si el Distrito ha identificado las fechas específicas o aproximadas de las actividades o encuestas a ese tiempo.

RRPS administra anualmente una “Encuesta de Seguridad y Satisfacción del Estudiante” a grupos de estudiantes al azar en los grados 5-12 que incluye preguntas relacionadas con el área 4 dada arriba. Para encuestas y actividades programadas después del comienzo del año escolar, se les proporcionara a los padres notificación razonable acerca de las actividades y encuestas planeadas indicadas a continuación y se les proporcionara la oportunidad de optar por que su hijo no participe en tales actividades y encuestas. A los padres también se les dará la oportunidad de revisar cualquier encuesta pertinente.

A continuación se presenta una lista de actividades y encuestas específicas cubiertas bajo este requisito:

1. Recopilación, divulgación o uso de información personal para comercialización, ventas u otra distribución.
2. La administración de cualquier encuesta de información protegida que no ha sido financiada en su totalidad o en parte por ED.
3. Cualquier examen que no sea de emergencia, examen físico invasivo o pre-evaluación requerida como se describe anteriormente.

Los padres que creen que sus derechos han sido violados pueden presentar una queja con:  
*Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W. Washington, D.C. 20202-5901.*

### **Cualificaciones del Maestro, Proveedor de Apoyo Educativo y el Director**

El Código de las Escuelas Públicas de New Mexico proporciona a los padres el derecho de pedir información acerca de licencias y otras cualificaciones, asignación de maestros y entrenamiento de los maestros de sus niños, proveedores de apoyo educativo incluyendo paraprofesionales y directores de las escuelas. Preguntas sobre las cualificaciones de los maestros y el personal deben ser dirigidas a la Dra. Susan Pasell, Directora Ejecutiva de Recursos Humanos de las Escuelas Públicas de Rio Rancho, 500 Laser Rd. NE, Rio Rancho, NM, 87124, (505) 896-0667 extension. 51136.