

**2015-2016**  
**PARENT/STUDENT HANDBOOK**  
**RIO RANCHO ELEMENTARY**  
**SCHOOL**

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R esponsibility

R espect

E ffort

S afety



Dear RRES Families,

We would like to welcome all of the families who have attended RRES in previous years, as well as those families who are new to our school! We hope that you had a fun-filled summer with a lot of opportunities for adventure and relaxation. Our staff has been busy preparing for you to join us for another wonderful and exciting school year. We anticipate a year filled with success for our students and we believe that you, as parents, are an essential part of that success. We would like to invite you to become our partners in all of our children's education. There are many opportunities for parents to become involved. You may choose to volunteer your time in your child's classroom, chaperone a field trip, provide a quiet time and space for your child to do homework, or collaborate with your child's teacher. These are just a few of the ways you can be an active member of our RRES family.

The information in this handbook provides essential guidelines and processes for the upcoming school year. We would like parents and students to take time together to read, discuss, and become familiar with the information in this handbook.

You may contact the school at any time should you have questions or concerns regarding the information in this handbook. Please feel free to contact us at [gloria.rich@rrps.net](mailto:gloria.rich@rrps.net) and [jennifer.daddio@rrps.net](mailto:jennifer.daddio@rrps.net) with any questions or concerns.

At Rio Rancho Elementary School, we recognize that educating children requires a team effort, and we look forward to joining you in this vital pursuit. Working together, we can realize our shared vision of student excellence.

Sincerely,

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*Gloria Rich*, Principal

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*Jennifer Daddio*, Assistant Principal

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**Abbreviated School Days and Early Dismissal**

In cases of emergency, usually caused by extreme weather, when the safety of the students is in jeopardy; Rio Rancho Public Schools operate on an abbreviated schedule.

The district phone messaging system will call your phone. Please make sure your correct phone numbers are updated with our front office at all times, and that you indicate at which number you wish to be called. Under this schedule school will begin two hours later and end at the regularly scheduled time. Please refer to the following in case of inclement weather:

**Elementary**—11:00 am—4:00 pm (even if it is a Wednesday)

To get information about **RIO RANCHO PUBLIC SCHOOLS** schedules during inclement weather listen to:

**Radio: KOB AM770    KRST FM 92.3    KOB FM 93.3**  
**TV:    KOB Channel 4    KOAT Channel 7    KRQE Channel 13**

Do not call your child's school or the district office. No one will be there. We are all at home listening to the TV or radio to find out the same information.

If severe weather conditions materialize during the school day, the decision for early dismissal must be made by 11:30 am and will be announced on the radio and TV. School buses will complete the "Three Tiered" bus schedule beginning with the high school, then middle schools, and concluding with the elementary schools. Families must have alternate arrangements for their children in this event, and have a current inclement weather form on file with the teacher.

**Bus students will go home on the bus and the walkers will walk home.** Be sure that someone is there for your child to let him or her in out of the cold. Many of you work in Albuquerque or Santa Fe and **will not be able to pick your 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 and let the school know in writing.**

**Daily Schedule**

8:45 AM	Loading Zones Gates Open
8:45 AM	Teachers on Duty on playground, bus zone, and loading zones
8:57 AM	First Bell- Students Line Up
9:00 AM	Tardy Bell
12:45 PM	Wednesday Dismissal
4:00 PM	Monday/Tuesday/Thursday/Friday Dismissal

## **Drop Off & Pick Up Zones**

It is important to follow the school drop off and pick up rules for our school to ensure the safety of ALL STUDENTS. Please exercise caution and patience while driving in school zones, and follow the Safety First Expectations. If you drive your child to school, please drive through the designated zones. If you have an appointment with a staff member or are volunteering in the school, remember to park in the parking lot on San Juan de Rio in a YELLOW VISITOR SPOT. Please note that the parking lot closes between 8:45 to 9:00 and again between 3:30 to 4:15. Please do not park by the cafeteria. You will block access for delivery and trash trucks. Please do not park by the side or back of the school. Please do not park in RED parking places. These are Staff designated parking spaces only. It is crucial for student safety that the office staff has priority parking in reaching the school in a timely manner in case of emergency. **Please see the map in this handbook for a visual.**

**ZONE 1                    CARS PICKING UP/DROPPING OFF KINDERS and OLDER SIBLINGS (If you carpool with a kinder student, you will go to Zone 1). Street: Pepe Ortiz Road**

**ZONE 2                    CARS PICKING UP/DROPPING OFF GRADES 1-5. (If you have a kinder sibling or carpool with a kinder, you will go to Zone 1). Street: Las Marias Drive Please enter from the north only.**

**Back Walkers: only students that live in the immediate area, or go to a baby sitter in the immediate area,—special permission may be given by the principal for some walkers to exit through zones 1 or 2 for their safety.**

**ZONE 3                    BUS RIDERS K-5. Street: San Jose Road**

**ZONE 4                    Front Walkers: exit the school through the front gate by portable 301.**

## **SAFETY FIRST @ Rio Rancho Elementary!!! Expectations for the Drop-off/Pick-up Zones:**

Please help us to keep **ALL OF OUR CHILDREN SAFE** by following these guidelines in our Student Loading Zones where you drop-off and pick-up your children:

- **Be patient.**
- **Follow the above zone information.**
- **Visit our school at other times of the day.** This is a heavy traffic time.
- **DO NOT PARK YOUR CAR.** Please keep the engine running. If you need to park, please do so in the parking lot in front of the school.
- **If you are the lead vehicle, please drive up to the furthest point forward in the loading zone.** (If you are behind another car, please pull up closely to the vehicle in front of you.

- Stop and load or unload only on the sidewalk side of the loading zone. Duty staff will guide your children to your vehicle. Please pull as close to the curb as possible.
- After you drop off or pick up your own child, please **MAINTAIN A 5 MPH SPEED LIMIT AND DRIVE CAREFULLY AROUND THE VEHICLES THAT ARE STILL IN LINE.** This is a loading zone for children.
- **DO NOT LET YOUR CHILDREN EXIT OR ENTER THE LEFT SIDE OF YOUR VEHICLE. IT IS A SAFETY HAZARD.**
- Watch the crossing guards. Remind students to cross the street only at the designated crosswalks. **Stepping between cars is absolutely impermissible, even with an adult.** Remember, students learn best by watching what adults model.
- Fire lanes must be observed. The fire lanes are along the red curb in front of the main building. Cars should not be parked in fire zones, and may be ticketed. Fire zones must be kept clear for emergency vehicles at all times.
- Traffic in the drive-through and parking lot is one way.
- **It is NEVER permitted to drive in reverse in the drive-through or parking lot (except when backing from parking space).**
- **Follow the entrance and exit arrows and do not block the busses.**
- **There are designated areas and driveways for busses on the side of the school.**
- **Do not park in the staff parking area behind loading zone 2.**

In order to improve the traffic problem in the front of the building, students who are eligible to take the bus are encouraged to do so.

**The parking lot IS NOT TO be utilized for drop-offs and pick-ups. For the safety of all, drop-offs and pick-ups should be in your child's designated student loading zone.**

### **Older Siblings Picking Up Children from School**

Middle school and high school students are **NOT ALLOWED ON THE CAMPUS.** Special Permission may be granted by the principal for those middle/high school students who need to pick up younger siblings. While waiting for siblings they must display respectful and appropriate behavior. Offenders will be warned one time then will be reported to DPS. Charges will be pressed against middle school and high school students who violate this rule. They should never have any of the items described under *PERSONAL POSSESSIONS* on our campus. These items will be confiscated and a parent will be required to pick them up within 48 hours. Items that are not picked up will be donated to a charity or discarded.

### **Supervision of Students**

Supervision of students Monday through Friday (except for holidays) begins at 8:45 AM and ends at 4:10 PM. No staff member is monitoring students prior to or after that time with the exception of school sponsored activities. If your child is consistently arriving early, walking to school early, or is consistently picked up late, you will receive notice from the principal. **Allowing your child to be unsupervised before and after school hours is dangerous and constitutes neglect and may be reported to Children Youth & Families Department.**

<b>Art, Music, and Physical Education Programs</b>	<b>2015-2016 Parent/Student Handbook</b>
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Rio Rancho Elementary has excellent art, music and physical education programs. It is expected that all children will participate in the weekly classes and performances as part of their grade. Sneakers/Athletic shoes are required for P.E. Some performances involve evenings and your child is expected to participate. If this is impossible, you must contact the art, music, or P.E. teacher and obtain an alternate assignment to complete the grade.

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. You must make every effort to get your child to school on time every day.

### **Tardiness**

When your child is tardy, he or she is missing a very important part of the day. The routine, schedule, instruction and tone is being set for the day. If your child comes in late, he or she will miss this information and the class will be disrupted. In the event of a tardy, a **parent must** bring the student(s) to the office and sign in so they may receive a tardy slip. **Do not drop children off and let them walk in unsupervised.** The safety of all children is very important to us. Three unexcused tardy days will result in a minor pink slip and may result in making up missed time during recess.

### **Compulsory School Attendance**

Please see District Policy 300 in the appendix.

**All absences count against our school's ratings whether they are excused or unexcused. Only an administrator may excuse an absence. Please do not ask your child's teacher to make this decision.**

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 12:20 PM. 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.

**Make-up Work for Excused Absences:** If an absence is excused, a student will be given a reasonable amount of time in which to complete or make up missed assignments and tests. If a student fails to complete or make up missed work which would be graded during the time permitted by the teacher, the teacher shall enter a grade for the incomplete work as if it were the student's total submission for the grade. These grades shall be included in the calculation of a student's final grade for the applicable grading period.

**Make-up Work for Unexcused Absences:** Students are expected to complete work that was assigned during the unexcused absence. The student will be given a reasonable amount of time in which to complete or make up missed assignments and tests. The work will be recorded as one letter grade below the earned score. If a student fails to complete or make up missed work which would be graded during the time permitted by the teacher, the teacher shall enter a grade for the incomplete work as if it were the student's total submission for the grade. These grades shall be included in the calculation of a student's final grade for the applicable grading period.

### **Early Pick-up (The adult picking up the student must show a picture ID, according to RRPS Board Policy #375)**

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 the child out, and the child will be called from the classroom at that time. Parents are not to go directly to the classroom. Try to schedule doctor and dentist appointments after 4:00 PM or on Wednesday afternoons after 12:45 PM if possible. No one may check your child out of school unless they are listed on the registration card or you have notified us in writing prior to the dismissal. Students will not be released during the last 30 minutes of the day without permission of the principal or her designee. Valuable information is given out at the end of the day. Calling a child out of class disrupts his/her learning and the learning of other children in the class.

### **Phone Messages**

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. Of course emergencies will come up and messages will be delivered. We just ask that this be the exception and not the rule. Thank you for your cooperation.

### **Safe Arrival**

If your child will be absent, please call the Attendance Line 892-0220 menu #1 before 9:15 AM on the day of the absence and leave the following information:

1. Name of child
2. Teacher's Name
3. Reason for absence
4. Your name & relationship

A **Safe Arrival telephone call** will be made to check on any child who does not have an excused absence.

## **Before and After School Programs**

## **2015-2016 Parent/Student Handbook**

RRES offers the SAFE before and after school program as an affordable service on our campus for working parents from 7:00—8:45 AM and from 4:00—6:00 PM, Monday through Friday (Wednesday 12:45—6:00 PM). For more information please request a brochure from the Student Services department at 896-0667.

## **Behavior Expectations**

## **2015-2016 Parent/Student Handbook**

Learning and teaching occur best in school climates that are positive, orderly, courteous, and safe. The goal at RRES is to help children to learn to be responsible for their actions as they practice skills that support their success. Components of our school plan include clearly stated rules, logical consequences for inappropriate choices and recognition of positive behavior. In an effort to accomplish this goal, we have developed school-wide behavior expectations grid, a positive behavior support reward plan, and a progressive discipline guideline. We will teach the expectations and criteria on the following two pages at school. We ask for your support in familiarizing your child with them at home.



## Rio Rancho Elementary School Rules & Expectations for Common Areas

The expectations for student behavior include the following general school rules:

<b>Common Area</b>	<b>(R) Responsibility</b>	<b>(R) Respect</b>	<b>(E) Effort</b>	<b>(S) Safety</b>
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>Be honest.</li> </ul>	<ul style="list-style-type: none"> <li>Use kind words and actions.</li> <li>Clean up after self.</li> <li>Follow adult directions.</li> </ul>	<ul style="list-style-type: none"> <li>Walk directly to destination.</li> <li>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>
Cafeteria	<ul style="list-style-type: none"> <li>Wait in line patiently.</li> <li>Raise hand and wait to be excused.</li> <li>Get all utensils, milk, etc. when first going through the line.</li> <li>All food/drink stays in the cafeteria.</li> </ul>	<ul style="list-style-type: none"> <li>Allow anyone to sit next to you.</li> <li>Use quiet voices.</li> <li>Clean up after self.</li> </ul>	<ul style="list-style-type: none"> <li>Eat what you take.</li> <li>Eat healthy.</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 in an orderly manner.</li> </ul>
Playground/ Recess	<ul style="list-style-type: none"> <li>Use hall/bathroom pass for leaving the area.</li> <li>One person per pass.</li> </ul>	<ul style="list-style-type: none"> <li>Play fairly.</li> <li>Include everyone.</li> <li>Respect the equipment.</li> </ul>	<ul style="list-style-type: none"> <li>Resolve problems.</li> <li>Get help if needed.</li> <li>Include others.</li> <li>Make new friends.</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 or real fighting.</li> <li>What is on the ground STAYS on the ground.</li> <li>Use all equipment and materials appropriately.</li> </ul>
Passing Areas Halls, Sidewalks, Courtyard	<ul style="list-style-type: none"> <li>Stay on sidewalks.</li> <li>Walk at all times.</li> </ul>	<ul style="list-style-type: none"> <li>Hold the door open for the person behind you.</li> <li>Use quiet voices.</li> <li>Allow complete groups to pass.</li> </ul>	<ul style="list-style-type: none"> <li>Walk directly to your destination.</li> </ul>	<ul style="list-style-type: none"> <li>Stay to the right.</li> <li>Allow others to pass.</li> <li>Stay with your group.</li> </ul>
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 amount of supplies.</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> </ul>	<ul style="list-style-type: none"> <li>Report problems to your teacher.</li> <li>Keep area clean.</li> </ul>	<ul style="list-style-type: none"> <li>Keep feet down.</li> <li>Keep water in the sink.</li> <li>Wash and dry hands.</li> <li>Put towels in garbage can.</li> </ul>
Arrival and Dismissal Areas	<ul style="list-style-type: none"> <li>Arrive on time.</li> <li>Leave on time.</li> <li>Get teacher/office permission to use the phone when not picked up on time.</li> </ul>	<ul style="list-style-type: none"> <li>Use kind words and actions.</li> <li>Clean up after self.</li> <li>Follow adult directions.</li> <li>Value living plants.</li> </ul>	<ul style="list-style-type: none"> <li>Have all your supplies/work.</li> <li>Watch for your ride.</li> </ul>	<ul style="list-style-type: none"> <li>Use bike rack and helmet.</li> <li>Walk next to bike on school grounds.</li> <li>Use sidewalks and crosswalks.</li> <li>Wait in designated areas.</li> <li>Let an adult know who is picking you up.</li> </ul>
Special Events and Assemblies	<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>Be honest.</li> </ul>	<ul style="list-style-type: none"> <li>Use audience manners.</li> <li>Sit on bottom.</li> </ul>	<ul style="list-style-type: none"> <li>Be attentive.</li> <li>Be quiet.</li> </ul>	<ul style="list-style-type: none"> <li>Wait for arrival and dismissal signal.</li> </ul>

## **Positive Behavior Support Rewards:**

The vast majority of our students are well-behaved and appropriate daily. They are **Respectful**, **Responsible**, put forth **Effort**, follow **Safety** guidelines, and deserve to be rewarded. Others are still learning in these areas and need a little encouragement. Our PBS rewards are geared to benefit all of these students.

**PBS Feathers:** Students may earn Feathers (coupons) for positive behavior in any of the grid areas. These coupons are collected by students throughout the school year. Students are able to be cash them in at the PBS store.

**PBS Assemblies:** Each trimester the school will sponsor a very fun assembly such as a storyteller, mariachis, DJ-dance, etc. These assemblies are geared to reward students with positive behavior for the semester. Students must meet criteria for that quarter. **Each trimester starts anew.** Please note the following PBS criteria:

- Students must display respectful, responsible, and safe behavior in all school settings.
- Students must display appropriate academic effort and responsibility based on the PBS grid and teacher expectations for that quarter.
- Students must display effort in attending school and being on time.

## **Progressive Discipline Guideline:**

### ***Minor Offenses:***

When a child's behavior results in a minor infraction, he/she will receive a Behavioral Referral Form most commonly known as a "pink slip." For a minor offense the student will receive a minor consequence. During recess time the student may report to the Responsibility Room. Time will be spent discussing the misbehavior with a staff member. Emphasis is placed on the student's understanding of the PBS behavioral expectations. Students with three referrals will be expected to participate in community service at school during recess. Habitual minor offenses may be considered as a major offense.

### ***Major Offenses:***

When a child's behavior results in a major infraction, he/she will receive a Behavioral Referral Form most commonly known as a "pink slip." Major offenses will be dealt with according to the RRPS Discipline Matrix. In addition, behavior plans and interventions may be implemented to assist the student in achieving positive behavior.

***\*Dangerous, serious behavior will result in immediate office referral and possible short/long term suspension. A school administrator will make final decisions related to such offenses.***

### **Internet Use Policy**

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

Parents signed the RRPS Technology Code of conduct when registering your child in InfoSnap. Reading and signing this document is a yearly requirement. 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:

--warning given, parents notified

--access to the Internet denied for the remainder of the year.

### **Substance Abuse Policy**

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

While we recognize that health problems of youth are primarily the responsibility of the home and community, the school shares that responsibility because substance use and/or abuse may lead to problems that interfere with school behavior, learning, and achievement. 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 prohibits students from using, possessing, distributing, or trafficking 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.

### **Weapons Policy**

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

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

**BICYCLE/SCOOTER SAFETY****SKATEBOARDS/ROLLER BLADES-SKATES/IN-LINE SKATES/HEELYS**

Skateboards/Roller Blades-Skates/In-Line Skates/Heelys are never allowed on campus, and will be confiscated. This includes after hours. Please remind your children that they are on video surveillance. Children are permitted to ride bicycles/scooters to school, but not on the campus. 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 them any time they are on school grounds.**
- Bicycles must be stored on the bicycle rack and secured with a lock. Scooters must be folded up and kept in back packs.
- Children are strongly encouraged to wear helmets while riding bicycles and scooters.

A bicycle/scooter is not a toy. It is a vehicle! Head injuries are the most serious injury type and the most common cause of death among bicyclists. More than half of all bicyclist deaths occur to school age youth (ages 5-17). RRES emphasizes the following bicycle safety tips for parents and students (extracted from: Prevent Bicycle Accidents flyer produced by the U.S. Department of Transportation, National Highway Traffic Safety Administration):

- **All students riding bicycles should wear an approved bike helmet.** An approved helmet has a sticker inside certifying the helmet meets standards of the Snell Memorial Foundation and/or the American National Standards Institute.
- To help **ensure the helmet is worn every time the student rides,** let the student help pick out the helmet. If the parent is a rider, they should also wear a helmet to set a good example. Parents should also encourage their student's friends to wear helmets.
- Make certain that **the bike is the right size for the student, safely maintained, and has reflectors.**
- **Students under age nine should not ride their bikes in the street.** They are not able to identify and adjust to the many dangerous traffic situations.
- Teach students to always **stop and look left-right-left before entering the road.** This is a good pedestrian safety practice, too, for crossing the street.
- If a bicyclist rides in the road, the cyclist must obey traffic laws that apply to motor vehicle operators. **Instruct students on the bicycle rules of the road.** Bicyclists should ride single file on the right side and signal their intentions to other road users.

Never allow students to ride at night or with audio headphones. Stress the need to ride alert since most drivers do not see riders.

**Birthdays****2015-2016 Parent/Student Handbook**

We love our students and are eager to be a part of their day's celebration. Your child will be recognized in their classrooms on the day of his/her birthday, or the date closest to it if school is not in session. This is a really big thrill for students. In class students are recognized in special ways such as a song, stickers, certificates, etc. School is a learning environment, however, and parties are not appropriate. **Many children have food, plant, and latex allergies. Sweets and treats like cake, cupcakes, and balloons are not appropriate and must be kept to home celebrations. In addition, floral or balloon arrangements that are delivered to the school remain in the office.** Your child may come see them during recess time, and will need to take them home after school. They will not be taken on the bus. **Please help us keep our learning environment productive.** Please view our website for healthy snack ideas and the district nutrition policy.

**Bullying****2015-2016 Parent/Student Handbook**

Hazing/Harassment/Intimidation/Bullying/Menacing are very serious behaviors and are dealt with in a serious manner. For more information please see District Policy 338 on the district website-rrps.net or speak to an administrator at our school.

**Bus Transportation****2015-2016 Parent/Student Handbook**

Please refer to the RRPS Transportation Handbook.

**Cafeteria and Food Services****2015-2016 Parent/Student Handbook**

The cafeteria is open in the morning at 8:45 for breakfast. The cafeteria is set up to serve a buffet type lunch. The contractor working with Rio Rancho Public Schools is Sodexo.

If your child chooses to eat breakfast/lunch in our cafeteria, please have your child bring a check to pay on a weekly or monthly basis. **Make checks payable to: Rio Rancho Public Schools.** If you prefer you may pay on line at [www.mymealtime.com](http://www.mymealtime.com). This saves time and helps with our bookkeeping procedures.

Prices as of printing date are:

	Regular	Reduced		
Breakfast	\$ 1.10	\$0.30	Adult Visitor Breakfast	\$1.50
Lunch	\$2.30	\$0.40	Adult Visitor Lunch	\$3.75
Milk	\$0.50			

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 each school year. If you think you may qualify for free or reduced lunch/breakfast, please fill out an application. The application will be sent home at the beginning of the school year. All of the information is confidential.

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. Major goals of the counseling program are to help the children understand their feelings, develop problem-solving skills and see themselves as worthwhile human beings. The counselor is also very important to our School-Wide Discipline Plan in helping children learn to make the correct decisions on the playground, in class, and in the school.

Our counselor and school social worker offer many programs to help youngsters be successful.

Please see District Policy 370 in the Appendix.

Homework Guidelines		2015-2016 Parent/Student Handbook
Category	Guidelines	
<b>Definition</b>	Homework is defined as tasks assigned to be completed outside of school hours that serve to extend or reinforce concepts taught in the classroom.	
<b>Purposes for homework</b>	<ol style="list-style-type: none"> <li>1. To foster good study habits and time management skills;</li> <li>2. To reinforce skills which have been introduced in the classroom; and</li> <li>3. To provide teachers, students, and parents feedback about students' understanding of concepts.</li> </ol>	
<b>Time guidelines</b>	<p>The time guidelines provided indicate the length of time an average student should spend on homework.</p> <p><u>Kindergarten</u>: A maximum of 15 minutes per night inclusive of nightly reading with parents, or not to exceed 60 minutes per week.</p> <p><u>First Grade</u>: A maximum of 15 minutes per night inclusive of nightly reading, or not to exceed 60 minutes per week.</p> <p><u>Second Grade</u>: A maximum of 20 minutes per night inclusive of nightly reading, or not to exceed 80 minutes per week.</p> <p><u>Third Grade</u>: A maximum of 35 minutes per night inclusive of nightly reading, or not to exceed 140 minutes per week.</p> <p><u>Fourth Grade</u>: A maximum of 40 minutes per night inclusive of nightly reading, or not to exceed 160 minutes per week.</p> <p><u>Fifth Grade</u>: A maximum of 45 minutes per night inclusive of nightly reading, or not to exceed 180 minutes per week.</p>	
<b>Differentiation and student input on assignments</b>	Homework should be modified, if necessary, based on students' needs (e.g., quantity and difficulty). Student input on some assignments is encouraged. Examples may include research topics and format of presentation.	
<b>Communication between home and school</b>	<p>Homework expectations should be communicated with students, parents, and teachers through various media (e.g., agendas, school websites, newsletters, curriculum night) at the beginning of the school year and reinforced throughout the year.</p> <p>Parents should talk with teachers if assignments seem to cause students continuing</p>	

	problems. It is expected that teachers and parents will keep open communication regarding homework concerns and student performance.
<b>Role of parents</b>	Parents should encourage their child and offer suggestions, but they should insist that the student do his/her own work as able. (Exception: Nightly reading before the student has developed independent reading skills)
<b>Procedures if parents have concerns</b>	When parents have a concern about homework, they should contact the child's teacher. If concerns are not adequately resolved by the teacher, the next step is to speak with a school administrator.
<b>Effect of homework on grade</b>	For students in grades K-2, homework should not influence any certain subject grade. However, it should be monitored for study skills performance.  For students in grades 3-5, homework may be included in subject grades in addition to being monitored for study skills performance. However, homework should not have a weight greater than 10% in the overall subject grade.  Positive reinforcements will be used to motivate students' homework completion. Systems of support should be developed for students who consistently fail to turn in homework.

**Learning Compact** **2015-2016 Parent/Student Handbook**

Students are most successful when parents, teachers, and students all work together. Learning is best when it happens at home and at school. Parents, teachers, and students must share ideas, progress, and academic needs. Our school compact lists your goals for your student and expectations of the teachers, parents, student, and principals to make sure that learning is maximized.

**Lost and Found** **2015-2016 Parent/Student Handbook**

Lost items are to be turned into the Lost and Found in the Commons Area. Smaller valuable items are turned into the office. Students are encouraged to check for all lost items. Parents are reminded that a child's name needs to be in 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. All clothing items are **cleaned out every 9 weeks and donated** to local organizations. Items containing food products will be tossed weekly on Wednesday after school.

**Newsletters** **2015-2016 Parent/Student Handbook**

**School-wide Newsletter**

The school newsletter, THE ROADRUNNER, will be sent to you monthly on the first Thursday of the month. It will be sent hard copy. You may also receive a copy via email. Just notify your child's teacher. The newsletter will also be posted on our website. It is very important that you look for this publication and read it. It is our way of keeping you informed of the activities and news going on in the school and community.

## Classroom Newsletters

Teachers will send home monthly or weekly newsletters as well. All information can also be accessed on our website: [www.rrps.net](http://www.rrps.net) then click RRE.

### Parent-Teacher Association

### 2015-2016 Parent/Student Handbook

The Rio Rancho Elementary PTA welcomes you to a new and exciting year! We encourage you to attend our General Meetings, and be a proactive team member with your child's school. We will also be holding family nights such as movies and dinners to bring us together as a community and family.

We encourage all of you to become PTA members to support Rio Rancho Elementary. Even though we want you to be involved in the school as much as possible, being a member does not obligate you to attend meetings or events. For further information, go to the school's website and click on Community and Clubs.

#### 2015-2016 Board Members

**President:** Lexie Apodaca

**Vice-President:** Frank Rubio

**Secretary:** Felicitas Adame-Reyes

**Treasurer:** Karen Schmitz

### Personal Possessions

### 2015-2016 Parent/Student Handbook

Please encourage your children to leave their personal possessions/toys at home. They can disrupt the learning environment and create safety problems. Also, there is a risk of items being broken, lost or stolen. Staff members will confiscate items that are brought to school, and parents will need to pick them up in person within 48 hours. **The school is not responsible for lost or stolen items.**

The following are some, but not all, of the items that students may not use at school: **electronic items of any kind** to include, but not limited to any device in a student's possession which electronically communicates, sends, receives, stores, reproduces, or displays voice and/or text electronic or data, including but not limited to cellular phones, pagers, smart phones, music and media players, gaming devices, tablets, laptop computers, and personal digital assistants or other comparable devices not connected to a standard telephone outlet, or hardwired electric connection and which receives data or signals from radio waves, dedicated electronic links, cellular networks or wireless networks connected to the internet; as well as weapons or look alike weapons, squirt guns, chains, trading cards, permanent marking pens, footballs, valuable objects, matches, lighters, cigarettes/tobacco, illegal or unauthorized drugs, and any items that are dangerous to the health and safety of other children or adults on our campus. All prescription and OTC-Over the Counter medication must be taken to the Nurse's Office. Skateboards, roller blades/skates, in-line skates, Heelys are not permitted.

Any student searches for contraband materials will be done in accordance with district policy. State law allows students' personal property (bags, backpacks, purses, etc.) to be searched based on reasonable suspicion that a student is in possession of illegal or unauthorized materials. Parents/guardians will be notified that the search was done, the reasons, and results of the search.



**The school is not responsible for confiscated materials.** All items confiscated throughout the year must be picked up no later than 48 hours of notification. Any item not picked up will be donated to charities or discarded. Confiscated weapons, look alike weapons, and illegal drugs/tobacco will not be returned to parents/guardians. District policy and state law will be followed in reporting these items.

**Pets On Campus** **2015-2016 Parent/Student Handbook**

Pets are NOT allowed on campus for any reason. Even the most wonderful pets can pose a threat to students. They may bite, scratch, or cause severe allergic reactions. Thank you for helping to keep our students safe and healthy. Please see district policy #480 on the district website: rrpc.net.

**Phone Numbers** **2015-2016 Parent/Student Handbook**

Rio Rancho Elementary:	892-0220		
Rio Rancho Elementary FAX:	892-5724		
Menu Selections:	Attendance	1	Special Ed Instructional Leader (SEIL) ext. 202
	Office	0	Social Worker ext. 312
	Nurse	2	Library ext. 519
	Cafeteria	3	Counselor ext. 201
RRPS—District Office:	896-0667		
RRPS—District Office FAX:	896-0662		

(All contact info available on our website: [www.riorancho.rrpc.net](http://www.riorancho.rrpc.net))

**Recess** **2015-2016 Parent/Student Handbook**

All children go out to play at recess. Help your child plan for outdoor time by dressing him/her appropriately for the weather. Children who are ill should stay home until they are able to play outside or have a written excuse from the doctor. During inclement weather, children will have recess indoors. Children must have a doctor's note if they are to stay in from any outdoor activity or physical education.

**Report Cards & Parent Conferences** **2015-2016 Parent/Student Handbook**

Rio Rancho Public Schools reports student progress every twelve weeks. Elementary students have scheduled conference times with each teacher twice annually. Your child's teacher will be looking forward to discussing his/her academic success with you, please plan to attend.

**School Calendar - Elementary Schools** **2015-2016 Parent/Student Handbook**

Please see appendix, or go to rrpc.net to see a calendar in color.

Due to the number of returned checks and the bank fees charged to the school, it is our policy to collect only cash or money orders. Fees that are collected for field trips cannot be reimbursed if your child can't attend the field trip no matter what the reason is.

**Sign-In/Volunteer Badge**

Rio Rancho Elementary School actively seeks to create a safe and welcoming environment. However, in keeping with the educational goals of the district and its learning community, its primary responsibility must be to provide a safe and undisrupted learning environment. Therefore, all persons entering the campus, who are not school staff, are considered to be visitors. **All visitors or volunteers** at the school are required to check in at the office and present their driver's license. They will be issued a visitor badge to wear while on campus.

**All volunteers are required to be cleared through district office according to the criteria of NMAC 6.50.18.**

- Volunteers are to report to the office upon entering the campus, sign-in, and exchange keys or driver's license for a "**Volunteer**" badge and "**Visitor**" FOB (key). This badge must be worn while on campus and turned in with the FOB at the end of the visit when you sign out and receive the exchanged keys or driver's license.
- Any person requesting to pick up a student will be asked to present a form of identification and must be listed on the enrollment card to ensure safety.

All school staff will wear identifying badges during the duty day 8:45 AM to 4:15 PM.

Please see the appendix for a copy of Policy 349.

Families in need of School Wear assistance can contact our school counselor at 892-0220, ext. 201.

**CONSEQUENCES FOR NONCOMPLIANCE**

<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
Parent Contact and Warning Options: •Change into other clothing may have •Clothing provided by school •Be sent home	Parent Contact and Warning Same as 1 <sup>st</sup> offense	Parent Notification ½ Day ISS Same as 1 <sup>st</sup> offense

Habitual Offenses will be handled at the principal's discretion. Penalties may include out of school suspension.

Questions regarding educational records should be directed in writing to the principal of the school the student is attending. Please see [www.rrps-school-board.rrps.net](http://www.rrps-school-board.rrps.net) for School Board Policies for information regarding access to student records.

### **Health Office**

Our Health Office is staffed by a registered nurse and a nurse's assistant. Should your child become injured or become ill, he or she will be sent to the Health Office. If the injury or illness is serious, parents will be contacted to come and pick up your child. If this is a true medical emergency and we can't reach you, we will call 911. Students are not permitted to remain at school if they have diarrhea, fever, rash, or are vomiting. The Health Office keeps an emergency card on file. **It is the responsibility of the parent to keep all home and work phone numbers updated by filling out the Change of Information form in the office when there are changes.**

### **Immunizations**

Immunizations are required to enter public schools in every state. All students entering Rio Rancho Public Schools must present a certificate/shot record showing immunizations against Diphtheria, Tetanus, Polio oral vaccination, Measles (Rubella), Varicella (Chicken Pox), 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.

### **Medication**

School personnel are not allowed to administer medication to students. Health Office staff will supervise self-administration, if the parents have provided a doctor's authorization form with the proper instructions for dispensing the medication during school hours. Do not send any medication to school with your child or in their lunch. Bring over-the-counter medication with the Over the Counter Medication Form, or any authorization form for prescription medication, directly to the health office. These drugs will be kept locked up in the health office. Medication must be picked up by the parent at the end of the year. Any medication that is not picked up by the end of the school year will be destroyed.

### **Student Insurance**

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

The goal of Rio Rancho Elementary is to provide the best learning environment possible for your children. Many hours are spent carefully placing students into classes. This is done with input from the special education instructional leader, the counselor, administration, and classroom teachers. Finally, teachers are assigned to classes 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 gender, reading ability, special needs, and behavioral challenges.
- Separating children who do not get along.
- Class programs such as inclusion, multiage, teaching style, etc.
- Parent concerns sent to the administration in writing in the spring of each year.

In the event that you have concerns about your child's placement, a procedure has been established.

Please review the following guidelines:

- No student will change classes within the first three weeks of school.
- No changes in class placement will be made until parents and classroom teacher have conferences at least three times to address the concerns of parent and/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 Student Assistance Team needs to help with strategies.

For the security of our students at RRES, we are pleased to have several surveillance cameras on our campus. For further information regarding video surveillance please see district policy #448 at [www.rrps-school-board.rrps.net](http://www.rrps-school-board.rrps.net).

### \*\*\*NOTES FROM DISTRICT OFFICE\*\*\*

**Title IX:** Under the provisions of Title IX, Education Amendments of 1972, public schools must make sure that all students, regardless of gender, have equivalent opportunities to participate in athletics, academics, and training programs. RRPS's Title IX Coordinator is responsible for overseeing compliance with the provisions of Title IX and for investigating complaints. For further information, contact Tonna Burgos, 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 Compliance Officer is responsible for overseeing compliance with the provisions of Section 504 and for investigating complaints. For further information, contact Theresa Griffin-Golden, 504 Compliance Officer, at the Rio Rancho Public Schools District Office, 500 Laser Rd. NE, Rio Rancho, NM 87124, (505) 896-0667.

#### **APPENDIX:**

- **Compulsory School Attendance Policy #300**
- **Electronic Devices Policy #370**
- **Elementary Discipline Matrix**
- **Emergency Procedure Guide & Parent Communication about Emergency Procedures**
- **Family Education Rights and Privacy Act (FERPA), Protection of Pupil Rights (PPRA), Teacher, Instructional Support Provider, and Principal Qualifications:**  
Please see the following form titled: NOTIFICATION OF RIGHTS FOR RRPS  
ELEMENTARY AND SECONDARY SCHOOLS
- **School Calendar**
- **Student Dress Code Policy #349**