

**2019-2020**  
**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 [sarah.poutsch@rrps.net](mailto:sarah.poutsch@rrps.net) or [maurice.ross@rrps.net](mailto:maurice.ross@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,

*Sarah Poutsch*, Principal

*Maurice Ross*, Assistant Principal

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## Arrivals & Departures

### Regular Daily Schedule

8:45 AM	Loading Zones Gates Open
8:45 AM	Teachers are on Duty on playground, bus zone, and loading zones
8:55 AM	First Bell- Students Line Up and Gates are locked
9:00 AM	Tardy Bell
12:45 PM	Wednesday Dismissal
4:00 PM	Monday/Tuesday/Thursday/Friday Dismissal

### Abbreviated School Days and Early Dismissal

Rio Rancho Public Schools will operate on an abbreviated schedule in cases of emergency (often caused by extreme weather) when the safety of the students is in jeopardy. 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 your preferred contact number. Under the abbreviated schedule school will begin two hours late 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 any of these stations:

<b>Radio</b>	KOB AM770	KRST FM 92.3	KOB FM 93.3
<b>TV</b>	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 to answer the telephone. We are all at home listening to the TV or radio to find out the same information.

**Please Note: *SAFE before school care will not be available in the event of a delayed opening.***

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 your child's 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 may not be able to pick your child up as usual. As a family, **plan** where your child is to go, and which neighbors or other family members will take care of your child in those circumstances. Please let the

school know of your alternative plans in writing.

### **Student Drop off and Pick up**

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 the San Juan de Rio side in a YELLOW VISITOR SPOT. Please note that the parking lot is closed between 8:45 to 9:15 and again between 3:30 to 4:15.

- 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 have priority parking in reaching the school in a timely manner in case of emergency.
- Please do not park by the cafeteria. You will block access for delivery and trash trucks.

#### ***Designated Zones***

<b>Zone 1</b>	Cars picking up/dropping off Kinders and older siblings. (If you carpool with a Kinder student, you will go to Zone 1). <b>Street:</b> Pepe Ortiz Road
<b>Zone 2</b>	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). <b>Street:</b> Las Marias Drive. Please enter from the north only.
<b>Zone 3</b>	Bus riders K-5. <b>Street:</b> San Jose Road
<b>Zone 4</b>	Students who live 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. All walkers coming for breakfast must use the gates at zone 4.

### **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 when you drop-off and pick-up your children:

- Please utilize designated drop off/pick up zones. It is extremely **dangerous** to drop children off across the street and have them cross the road with busy before/after school traffic. RRPD and RRPS security will work together to enforce this rule for the safety of our students.
- 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 cars that are still in line. Remember, this is a loading zone for children.
- Do not let your children out on the left side of the car; it is **dangerous**.
- 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 okay to drive in reverse in the drive-through or parking lot (except when backing out of a designated parking space).
- Follow the entrance and exit arrows and do not block the buses.
- There are designated areas and driveways for buses on the side of the school.
- Do not park in the staff parking area behind loading zone 2.
- 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.

*Rio Rancho Elementary School Rules & Expectations for drop off and pick up zones*  
*The expectations for student behavior include the following general school rules:*

<b>Zone</b>	<b>Morning</b>	<b>Afternoon</b>
Bus	<ul style="list-style-type: none"> <li>● Walk straight to cafeteria to eat</li> <li>● No playing before breakfast</li> </ul>	<ul style="list-style-type: none"> <li>● Keep students seated in a straight, quiet line for each bus</li> <li>● Teacher should actively monitor their bus line</li> <li>● No horseplay</li> <li>● Late bus: students can play on the grass but must line up as soon as the bus arrives</li> </ul>
Car Pick Up	<ul style="list-style-type: none"> <li>● Duty teachers direct cars to pull as far up as possible</li> <li>● Duty teachers assist students with exiting car and greet them</li> <li>● Students should walk safely along yellow line.</li> </ul>	<ul style="list-style-type: none"> <li>● Students must line up <b>quietly</b></li> <li>● Students must watch for their car</li> <li>● Students should face the cars</li> <li>● Duty teachers must actively monitor their group</li> <li>● No eating</li> <li>● No pushing on the fence</li> <li>● Do not throw anything</li> <li>● Older siblings go to youngest sibling's area</li> </ul>
Walkers	<ul style="list-style-type: none"> <li>● Arrival is 8:45</li> <li>● Can't be dropped off in a car</li> <li>● Parent must walk them up to the gate</li> </ul>	<ul style="list-style-type: none"> <li>● Walk quietly to the walker area</li> <li>● No running, no horseplay</li> <li>● Cross only at cross walk</li> <li>● Parents must pick up student at front at walker gate</li> <li>● No using the walker pickup as a car pickup (i.e. parking at the front of the school and asking student to meet them at the car)</li> <li>● When exiting campus, stay ON the sidewalk</li> </ul>
Kinder Pick Up	<ul style="list-style-type: none"> <li>● Walk straight to cafeteria</li> <li>● No playing before breakfast</li> </ul>	<ul style="list-style-type: none"> <li>● Stand by the fence watching for car</li> <li>● Be quiet</li> <li>● Stay with class</li> <li>● Older siblings model good behavior for Kinders</li> <li>● Older siblings stand with Kinder sibling</li> </ul>

SAFE	<ul style="list-style-type: none"> <li>• Eat breakfast during the designated breakfast time</li> </ul>	<ul style="list-style-type: none"> <li>• Students must WALK on their route to SAFE</li> <li>• No running!</li> </ul>
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### **Older Siblings Picking Up Children from School**

Middle school and high school students are **not** allowed on campus. Pre Approved 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. Non RRPS students should never store 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 4:15PM. ***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 constantly 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.***

### **Art, Music and Physical Education Programs**

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.

### **Attendance Policy**

Prompt and regular attendance is essential for a student to attain academic success. Missed days, being late 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 and stay the entire day. Gates are locked at 8:55am when the first bell rings, and students are considered late if they are not with their class at 9:00am.

### **Compulsory School Attendance** (Please see [District Policy 1000](#) in the appendix.)

***“Attendance Grade”:*** The State of New Mexico “grades” our school on our attendance. All absences count against our school’s grade 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 12:30 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 Absences:*** Students are expected to complete work that was assigned when they are absent. Students will be given a reasonable amount of time to complete or make up missed assignments and tests.

***Early Pick-up:*** We understand that circumstances arise that require a child to be picked up early from school. Please try to schedule appointments before or after school to prevent this. Parents must check students out early through the office. ***Do not go to your child's classroom to pick up your child.*** Office staff will call the classroom to dismiss your student. If someone other than the parent will be picking up the child, he or she must be listed in PowerSchool or the school notified in writing prior to the dismissal. Students will not be released during the last 30 minutes of the day without permission from school administration. ID must be shown before a child will be dismissed.

### **Phone Messages**

Please have a consistent dismissal location for your child; making changes causes anxiousness and confusion for students. If there is a change in how your child will go home, please call your child's classroom extension. This will direct you to the teacher's voicemail. If you call the office, the staff will forward you to the teacher. Please call by 2:00 p.m., Monday, Tuesday, Thursday, and Friday. or by 11:30 a.m. on Wednesday. Avoid making changes within an hour from dismissal time as the message might not be heard before dismissal.

### **Safe Arrival**

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

1. Name of child
2. Teacher's name
3. Your name & relationship to the child
4. Reason for absence (note- failure to provide reason will result in an unexcused absence)

A **Safe Arrival telephone call** will be made to check on any child who does not have a notification on the Safe Arrival line by 9:15am.

### **Tardiness**

The beginning of the day is when the routine, schedule, and tone is being set for the day. If your child comes in late, he or she will miss this information and the class will be disrupted. In the event a lateness cannot be avoided, a **parent must** bring the child(ren) 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. We will contact parents if tardies become excessive (over 3) so we can develop a plan to get your child to school on time. Failure to follow this plan will result in further action.



## Before and After School Program

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 refer to the district's webpage.

## Behavior Expectations

Learning and teaching occur best in school climates that are positive, orderly, courteous, and safe. The goal at RRES is to help children 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 a school-wide behavior expectations grid, a positive behavior support reward plan, and progressive discipline guidelines. We will teach the expectations and criteria on the following two pages at school. We ask for your support in familiarizing your child(ren) 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>Area</b>	<b>(R) Responsibility</b>	<b>(R) Respect</b>	<b>(E) Effort</b>	<b>(S) Safety</b>
<b>All Common Areas</b>	<ol style="list-style-type: none"> <li>1. Follow school rules.</li> <li>2. Remind others to follow school rules.</li> <li>3. Take care of all personal belongings and school equipment.</li> <li>4. Be honest.</li> </ol>	<ol style="list-style-type: none"> <li>1. Use kind words and actions.</li> <li>2. Clean up after self.</li> <li>3. Follow adult directions.</li> </ol>	<ol style="list-style-type: none"> <li>1. Walk directly to destination.</li> <li>2. Listen for directions.</li> </ol>	<ol style="list-style-type: none"> <li>1. Walk facing forward.</li> <li>2. Keep hands, feet and objects to self.</li> <li>3. Get adult help for accidents and spills.</li> <li>4. Use all equipment and materials appropriately.</li> </ol>
<b>Cafeteria</b>	<ol style="list-style-type: none"> <li>1. Wait in line patiently.</li> <li>2. Raise hand <i>and wait</i> to be excused.</li> <li>3. Get all utensils, milk, etc. the first time in line.</li> <li>4. All food/drink stays in the cafeteria.</li> </ol>	<ol style="list-style-type: none"> <li>1. Allow anyone to sit next to you.</li> <li>2. Use quiet voices.</li> <li>3. Clean up after self.</li> </ol>	<ol style="list-style-type: none"> <li>1. Eat what you take.</li> <li>2. Eat healthy.</li> </ol>	<ol style="list-style-type: none"> <li>1. Keep all food to self.</li> <li>2. Sit with knees under the table, bottom on bench, and facing forward.</li> <li>3. Enter and exit in an orderly manner.</li> </ol>
<b>Playground/ Recess</b>	<ol style="list-style-type: none"> <li>1. Use hall/bathroom pass for leaving the area.</li> <li>2. One person per pass.</li> </ol>	<ol style="list-style-type: none"> <li>1. Play fairly.</li> <li>2. Include everyone.</li> <li>3. Respect the equipment.</li> </ol>	<ol style="list-style-type: none"> <li>1. Resolve problems.</li> <li>2. Get help if needed.</li> <li>3. Include others. Make new friends.</li> </ol>	<ol style="list-style-type: none"> <li>1. Walk to and from the playground.</li> <li>2. Stay within boundaries.</li> <li>3. Be aware of activities/games around you.</li> <li>4. No "play" or real fighting.</li> <li>5. What is on the ground <i>stays</i> on the ground.</li> <li>6. Use all equipment and materials appropriately.</li> </ol>
<b>Passing Areas Halls, Sidewalks, Courtyard</b>	<ol style="list-style-type: none"> <li>1. Stay on sidewalks.</li> <li>2. Walk at all times.</li> </ol>	<ol style="list-style-type: none"> <li>1. Hold the door open for the person behind you.</li> <li>2. Use quiet voices.</li> <li>3. Allow complete groups to pass.</li> </ol>	<ol style="list-style-type: none"> <li>1. Walk directly to your destination.</li> </ol>	<ol style="list-style-type: none"> <li>1. Stay to the right.</li> <li>2. Allow others to pass.</li> <li>3. Stay with your group.</li> </ol>
	<ol style="list-style-type: none"> <li>1. Flush toilet after use.</li> <li>2. Wash hands.</li> </ol>	<ol style="list-style-type: none"> <li>1. Knock on stall door before entering.</li> </ol>	<ol style="list-style-type: none"> <li>1. Report problems to your teacher.</li> </ol>	<ol style="list-style-type: none"> <li>1. Keep feet down.</li> <li>2. Keep water in the sink.</li> </ol>

<b>Bathrooms</b>	3.Return to classroom promptly. 4. Use a hall pass. 5.Use appropriate amount of supplies.	2.Give people privacy. 3.Use quiet voices.	2.Keep area clean.	3.Wash and dry hands. 4.Put towels in garbage can.
<b>Arrival and Dismissal Areas</b>	1.Arrive on time. 2.Leave on time. 3.Get teacher/office permission to use the phone if your ride doesn't come.	1.Use kind words and actions. 2.Clean up after self. 3.Follow adult directions. 4.Value living plants.	1.Have all your supplies/work. 2.Watch for your ride.	1.Use bike rack and helmet. 2.Walk next to bike on school grounds. 3.Use sidewalks and crosswalks. 4.Wait in designated areas. 5.Let an adult know who is picking you up.
<b>Special Events and Assemblies</b>	1.Follow school rules. 2.Remind others to follow school rules. 3.Take proper care of all personal belongings and school equipment. 4.Be honest.	1.Use audience manners. 2.Sit on bottom.	1.Be attentive. 2.Be quiet.	1.Wait for arrival and dismissal signal.

### **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.

**Positive Referrals:** Students who go above and beyond may be recognized by a staff member with a “Positive Referral”. These students will be recognized on the announcements, receive a pencil and reward from the assistant principal, and a positive phone call home.

**PBS Feathers:** Students may earn Feathers (coupons) for positive behavior in any of the grid areas. Students’ feathers are collected weekly and entered in a drawing. Selected students are rewarded with “Feather Fun”, a special time organized and supervised by our related arts teachers.

**PBS Assemblies:** We will recognize students monthly who demonstrate the positive characteristics we are focused on each month.

### **Progressive Discipline Guidelines:**

**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. Consequences for minor offenses are typically issued by the classroom teacher. Consequences are based on the behavior and are outlined in the District’s Elementary Discipline Matrix.

**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. Consequences for most major offenses are typically issued by the principal or assistant principal. In addition, behavior plans and interventions may be implemented to assist the

student in achieving positive behavior.

*\*Dangerous, serious behavior will result in an 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.

Before a student is allowed to access the Internet, parents and students will be required to read and sign the “RRPS Technology Code of Conduct” once during each school year. This document is part of the registration packet in Infosnap. 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 a determined period of time

### **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.

Rio Rancho Board of Education has approved the use of canines in random drug searches. These canines will be escorted onto campus by a certified handler and RRPS security officers. It is important to note that, in most cases, your student will not even see the search teams. Students and staff will remain in classrooms having regular instruction while the canine team is working.

## **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.

## **“Wheeled” Safety and Restrictions**

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 backpacks.
- 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 your child 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 many dangerous traffic situations.
- Teach students to always stop and look left right and 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 drivers may not see riders.

### **Birthdays**

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. 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, cookies, and cupcakes 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 may not be taken on the bus. ***Please help us keep our learning environment productive.*** Here is a small list of suggestions for birthday celebration snacks:

- Raw vegetable sticks or slices with low fat dressing or yogurt dip
- Fresh fruit: watermelon, cuties, apples
- Dried fruits/trail mix
- Yogurt or yogurt and fruit parfaits
- Unsalted pretzels
- Granola bars
- Dark chocolate dipped strawberries or fruit
- Popcorn
- Natural fruit leathers
- String cheese
- Fruit kabobs

Non-food items make great treats too!

### **Bullying**

Hazing/harassment/intimidation/bullying/menacing/ridiculing are very serious behaviors and are dealt with in a serious manner. For more information please see [District Policy 1010](#) on the district website-rrps.net or speak to an administrator at our school.

### **Bus Transportation**

Please refer to RRPS Transportation information on the RRPS website.

### **Cafeteria and Food Services**

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. Their new location is 103 Rio Rancho Blvd, Suite B4. The main phone number is 896-7823.

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 online at rrpcs.net. This saves time and helps with our bookkeeping procedures.

Prices as of printing date are:

	Regular	Reduced		
Breakfast	\$1.35	\$0.35		
Lunch	\$2.65	\$0.45	Adult Visitor Lunch	\$4.00
Milk	\$0.65			
Juice	\$0.40			
Entree	\$1.85			
Entree with Lunch	\$1.45			

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 a form in the office. All of the information is confidential.

### **Chromebooks**

To enhance the learning environment, we have chromebooks available to every student in grades 2-5. Students in grades K-1 share devices. If there is damage to a chromebook, behavioral consequences will follow. [Please see the Chromebook Replacement and Damage Procedures 2019-2020.](#)

### **Counselor**

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 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.

### **Electronic Devices**

Rio Rancho Elementary follows the district policy on student use of personal electronic devices. All electronic items such as, but not limited to, personal gaming devices, tablets, cameras, cellular phones, watch phones, 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 consequences according to the district's elementary discipline matrix. Rio Rancho Elementary and its staff members will not be responsible for the loss or damage of any personal electronic devices. See [Electronic Device Policy #414.](#)

<b>Elementary School Discipline Matrix:</b>			
Behavior	1st Offense	2nd Offense	3rd Offense
Electronic Devices	Parent Notification Confiscate and student may pick-up at the end of the day.	Parent Notification Confiscate and parent must pick-up in the office Behavior Contract	Parent Notification Confiscate and hold until the end of the school year
Inappropriate possession or use of technology (unauthorized access to software, telephones, accounts or files)	Loss of computer privileges for up to twelve (12) weeks Parent Notification	1-2 Days ISS and Loss of computer privileges for up to 24 weeks Parent Notification	1 Day OSS Loss of computer privileges for entire school year Parent Notification
Vandalism (involved in altering, defacing or destroying school or private property, including technology)	1-5 Days OSS Loss of privileges and restitution Parent Notification	6-9 Days OSS Parent Notification Loss of privileges and restitution	10 Days OSS pending hearing Parent Notification Restitution and loss of privileges

### Homework Guidelines

<b>Homework Guidelines</b>		<b>2019-2020 Parent/Student Handbook</b>	
<b>Category</b>	<b>Guidelines</b>		
<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>	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. Parents should talk with teachers if assignments seem to cause students continuing problems. It is expected that teachers and parents will keep open communication regarding homework concerns and student performance.
<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.

### **Learning Compact**

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 the goals for your student and expectations of the teachers, parents, students, and principals to make sure that learning is maximized.

### **Lost and Found**

Lost and found 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 trimester and donated*** to local organizations. Items containing food products will be tossed weekly on Wednesday after school. Please do not send valuables to school.

### **School-Wide Newsletter**

The school newsletter, THE ROADRUNNER, will be sent to you monthly via email. 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.riorancho.rpps.net](http://www.riorancho.rpps.net) under About Our School: [Newsletters](#)

### **Personal Possessions**

Please encourage your children to leave their personal possessions/toys at home. These items 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
- Weapons or look alike weapons, squirt guns, chains, trading cards, permanent marking pens, 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 unless taken to the Nurse’s Office.
- Skateboards, roller blades/skates, in-line skates, and “Heelys”.

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 conducted, the reasons, and the 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**

Pets are NOT allowed on campus for any reason. Thank you for helping to keep our students safe and healthy. Please see [district policy #806](#) on the district website: [www.rres.net](http://www.rres.net).

**Phone Numbers**

Rio Rancho Elementary: 892-0220  
 Rio Rancho Elementary FAX: 892-5724

***Menu Selections (after dialing RRES at 892-0220)***

Office	0
Attendance	1
Nurse	2
Cafeteria	3
Social Worker	ext. 106
Counselor	ext. 202

Special Ed Instructional Leader (SEIL)	ext. 213
Library	ext. 519

***RRPS District Office: 896-0667***

**Recess**

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**

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**

Visit [rrps.net](http://rrps.net) to see a [calendar in color](#) or school web page to view school's monthly [calendar of events](#)

**School Fees: Elementary Schools**

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 doesn't attend the field trip regardless of reason.

**Security and Volunteers**

***Sign-In/Volunteer ID Stickers***

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/volunteer ID sticker to wear while on campus.

***Volunteer Clearance***

All volunteers are required to be cleared through district office according to the criteria of NMAC 6.50.18. Volunteers who are chaperoning must also follow RRPS chaperone guidelines found in the Appendix.

During the recently concluded legislative session, the NM State Legislature enacted HB 431, which includes changes to our volunteer processes for Rio Rancho Public Schools.

The new statute extends to school volunteers the requirement already in place for employees and contractors that individuals working in schools complete an FBI background check. This is a more thorough background check than those previously required of volunteers. With this change, all volunteers will need to apply for an FBI background check starting June 14, 2019.

Volunteers who have cleared the background check and received an approval email may be utilized at any RRPS school at the discretion of the principal. Each principal has the discretion to refuse a volunteer's participation if he/she believes that participation would be detrimental to the learning environment. There is no appeal process if a volunteer is denied permission although he/she may be able to volunteer at another RRPS school at *that* principal's discretion.

First time approved volunteers will sign in with front office staff with a driver's license and thereafter may use the volunteer kiosk; a volunteer ID sticker will be printed for daily use. If you wish to be issued a FOB, you must exchange keys or your driver's license for the FOB which will allow you to access doors on campus. The ID sticker and FOB must be worn while on campus and will be turned in at the end of the visit when you sign out and receive the exchanged keys or driver's license.

The background screening is \$44.00 and will be valid for 2 years from the date of the approval, pending no new offense appears on the monthly RAP back report.

\*What is a RAP back?

Rap Back is a Federal Bureau of Investigation (FBI) service that will allow authorized government agencies to receive notification of subsequent activity on individuals who hold a position of trust.

No person will be allowed to volunteer or chaperone a trip without having a current approval in place. Please plan ahead, the approval process may take 2-3 weeks and can't be completed the day of the event or fieldtrip. Ready to apply? [Click HERE](#).

### ***Security***

Any person picking up a student must present a form of identification and must be listed on the enrollment card to ensure safety.

All school staff will wear identifying badges while on the school site.

### **School Wear**

***Dress Code:*** The student dress code is dictated by RRPS Board of Education policy. A copy is attached in this handbook for referral. See [Board Policy #1016](#) for specifics. Below is a summary of the Student Dress Code for your convenience.

The following items are not allowed for school attire:

1. Revealing clothing or see-through clothing
2. Exposed underwear including boxers, sports bras, and bras
3. Saggy pants revealing underwear or any portion of the body below the navel
4. Dresses, skirts, shorts, and skorts, including clothing with slits, should not be above mid-thigh
5. Pajamas (tops or bottoms), unless for a school-sanctioned function (“ Pajama Day”)
6. Ripped or torn shirts
7. Pants exposing skin above mid-thigh
8. ‘Do-rags’ and hairnets
9. Spiked jewelry and jewelry that is obscene, disruptive or unsafe
10. Belt loop chains, wallet chains, and extended belts
11. Trench coats
12. Heelys (“roller” shoes)
13. Flip-flops (elementary schools)
14. Any clothing and/or articles worn or carried by the student (including 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
15. Visible cleavage, navels, and/or midriffs
16. Tube tops, bare shoulders, spaghetti strap tops, halter tops, translucent blouses, or midriff shirts/blouses
17. Muscle shirts
18. Spandex *except* under approved shirts, shorts, skirts, and dresses
19. Hats and sunglasses when *inside* the building
20. Any outerwear worn *inside* the building *must remain* open.

Note: Approved school-spirit wear, Scout uniforms, and JROTC uniforms *are* permitted.

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

***Consequences for Inappropriate Clothing***

<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
Parent Contact and Warning Options: 1. Change into other clothing student may have at school 2. Wear clothing provided by school 3. Be sent home	Parent Contact and Warning Change to acceptable clothing Same as 1 <sup>st</sup> offense	Parent Notification ½ Day ISS Change to acceptable clothing Same as 1 <sup>st</sup> offense

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

**Student Educational Records**

Questions regarding educational records should be directed in writing to the principal. See the district website ([www.rrps.net](http://www.rrps.net)) for School Board Policies for information regarding access to student records.

## **Student Health**

### ***Health Office***

Our Health Office is staffed by a registered nurse and a nurse's assistant. Should your child become injured or 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 attend 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 permitted to administer medication to students. The 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 secured in a locked cabinet. Unused 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.

## **Student Placement and Class Change Policy**

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, counselor, administration, and classroom teachers. Administration

makes the final determination of class placement, not 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.

### **Video Surveillance**

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 #800](#) on the district website: [www.rpps.net](http://www.rpps.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.

### **Appendices**

- [Animals on School Property, Policy 806](#)
- [Chromebook Replacement and Damage Procedures](#)
- [Compulsory School Attendance, Policy 1000](#)
- [Confidentiality of Student Records, Policy 1006](#)
- [Dress Code, Policy 1016](#)
- [Elementary Discipline Matrix](#)
- [Hazing/Harassment/Intimidation/Bullying/Menacing, Policy 1010](#)
- [Notification of Family Educational Rights](#)
- [RRES Drop Off and Pickup Zones](#)
- [RRPS Guidelines for Chaperones](#)
- [RRPS Instructional Calendar / RRE School Calendar](#)
- [Student and Staff Health and Wellness, Policy 903](#)
- [Student Use of Personal Electronic Devices, Policy 414](#)
- [Volunteering, Policy 727](#)
- [Video Surveillance, Policy 800](#)

To view all School Board Policies click [HERE](#)