

# SANDIA VISTA ELEMENTARY

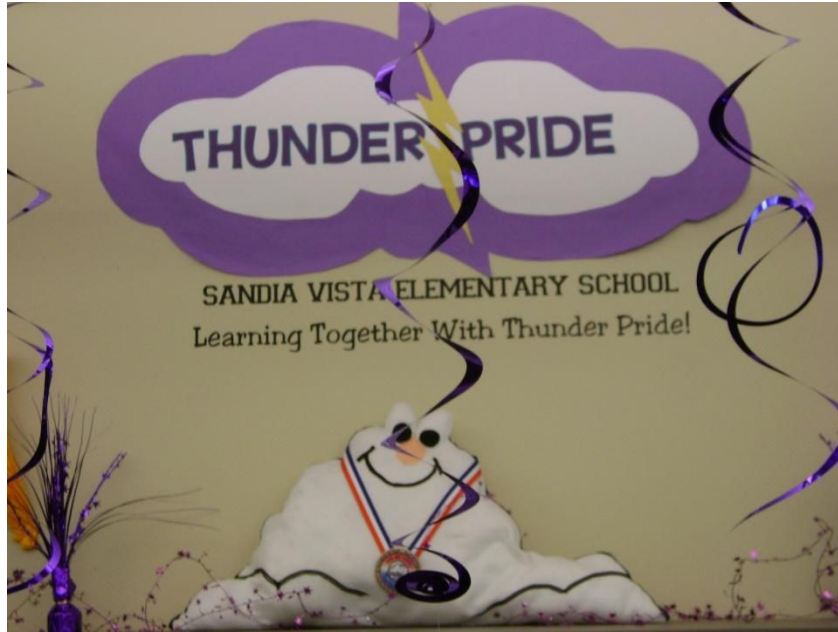


## PARENT/STUDENT HANDBOOK

2018-2019

# SANDIA VISTA ELEMENTARY

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SCHOOL MASCOT - THUNDER

SCHOOL COLORS - TURQUOISE AND PURPLE

SCHOOL MISSION  
"LEARNING TOGETHER WITH THUNDER PRIDE"

# SANDIA VISTA ELEMENTARY ESSENTIAL QUESTION:

“As a person, how do my choices and actions impact myself, my school, my community and the world?”

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## ARRIVALS & DEPARTURES

Supervision of students **begins** at 8:45 a.m. and ends at 4:15 p.m. (or whenever the last bus departs). Staff members are not monitoring students prior to or after that time. If your child consistently arrives early or is picked up late, you will receive notice from the principal. Please be advised that consistently allowing your child to be unsupervised before or after school hours constitutes neglect.

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

Students should only be picked up and dropped off along the curb of the drop lane on at the front of the school. The parking lot off of Adams St. is for buses only. **Cars parked in the bus parking lot on the southeast side of the school will be towed away. Please, please, for the safety of everyone DO NOT USE YOUR CELL PHONE or be distracted in any way when students are present while picking up your child.**

**Drop-Off Procedures** - If you choose to drop your child off from your vehicle, please pull your car as far forward as possible along the curb in the drop-off area to allow cars to fill in behind you. **Students must exit the vehicle on the right side of the vehicle only.** Please help keep the traffic flowing by having students ready to get out with bags in hand when the car comes to a stop. **Students are not allowed to be dropped off without being accompanied by an adult anywhere but the drop-off lane.** If you are parking and dropping off your child at 8:45 you must escort your child across the crosswalk. Students can not be unattended or dropped off in the parking lot area **If you are dropping your child off prior to 8:45 for the SAFE Program, you must accompany your child into the building and to the designated SAFE area..**

**Pick-up Procedures** - You may park in the parking lot in front of the school to meet your child by the designated pick up zone in front of the cafeteria, and **walk your child across the crosswalk** to your car. To avoid congestion at the front of the school please do not wait for your child outside of the main exit. Use the designated parent waiting area to wait for your children. If you choose to wait for your child in your vehicle in the pick up lane, please pull your car as far forward as possible along the curb to allow cars to fill in behind you. Students may only enter their vehicles from the right side of the vehicle. Once your child has entered your vehicle, please pull out and exit the area. If the car in front of you has pulled out and you are still waiting, please pull forward to allow cars behind you to pull to the curb.

**Please exercise caution and patience while driving in school zones.**

**SPEED LIMIT IS 5 MPH!**

## MAP OF AFTERNOON PICK UP AREAS



**Older Siblings Picking Up Children from School** -You will be required to fill out a form at the beginning of the school year that indicates how your child will be getting home each day. If you have an older child picking up your student please make sure that their name is included on the list. While waiting for siblings the older student must display respectful and appropriate behavior. Offenders will be warned one time and their parent will be contacted. A second warning will constitute a report to DPS.

**Inclement Weather, Abbreviated School Days and Early Dismissal** -An abbreviated day begins **two hours later than the regular schedule**. Bus schedules **AND THE S.A.F.E. PROGRAM** are also delayed two hours. Notification is usually given by 6:00 a.m. Should the complete cancellation of school be necessary, notification is usually given by 9:00 a.m. Please avoid calling the school or the district office for this information. It is recommended that families plan for such emergency closures.

You will be notified about school delays and closures due to inclement weather via an automated phone call from Rio Rancho Public Schools. This information can also be found on all local TV and Radio Stations.

If severe weather conditions materialize during the school day, the decision for early dismissal must be made by 11:30 a.m. and will be announced on the radio and TV. The buses will then begin the regular bus schedule beginning with the high school, then middle schools, and concluding with the elementary schools. Families should have alternate arrangements for their children in this event. Bus students will go home on the bus and the walkers will walk home. Be sure that someone is there for your child to let him or her in out of the cold. We realize that many of our families work in Albuquerque or Santa Fe and will not be able to pick their child up as usual. As a family, plan where your child is to go, and what neighbors or other family members will take care of your child. Let the school know in writing, with copies of the notice for the teacher and the office.

## **ATTENDANCE**

Daily attendance and being in class ON TIME are vital to the success of students in elementary school. Any absence is recorded by teachers and sent electronically to the front office. A record of student attendance is kept in students' permanent PowerSchool records.

**EXCUSED ABSENCES** - Absences will be excused for the following reasons: doctor's appointment (please bring in doctor's note and give to office); illness; a death in the family; family emergency; religious commitment; diagnostic testing; or other circumstances approved by the school administrator. If a student is absent 3 or more days, a doctor's note needs to be provided by a licensed health care provider.

**UNEXCUSED ABSENCES** – If we do not receive a phone call or note from the parent, the child's absence is automatically marked as unexcused (please see the RRPS Attendance Policy below, specifying the procedure for reporting a child's absence). Vacations and other travel during school days are considered unexcused absences; however, a written request to the principal will be considered.

In the case of a student being suspended, the absences will be unexcused. The teacher will provide makeup work for the student to complete upon return to school.

### **RRPS Attendance Policy 305-1 (view at [www.rrps.net](http://www.rrps.net))**

- When a student is absent, contact your child's teacher and request make-up work. All teachers have voice mail. Upon return to class, your child will have as many days to make-up the work as s/he was absent. (i.e. 3 days absent/3 days to make-up work)
- When a student accrues 10 or more excused absences or 3, 5, and/or 7 unexcused absences, the principal will send a letter to the parent/guardian stating specific attendance policies. Please contact the principal if you believe this attendance letter is in error.
- When a student has 10 or more unexcused absences during a semester, the case may be referred to the Probation Services Office for possible violation of the New



Mexico Compulsory Attendance Law.

- When a student has received 10 consecutive absences during the school year, the child will be automatically disenrolled.

**Reporting a Student Absent** - If your child will be absent, please call the Attendance Line 338-2526 before 9:30 am on the day of the absence and leave the following information:

*Name of child*

*Teacher's Name*

*Reason for absence*

*Your name & relationship*

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

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

Any student with excessive tardies will be notified by school administration and a Attendance Contract may be implemented.

**Excusing Children From School** - A child is not permitted to leave the school grounds before regular dismissal without parent/guardian checking them out, in person, through the office. Parents are to come directly to the office, sign their child out, and the child will be called from the classroom. **Please do not go directly to the classroom.** Try to schedule doctor and dentist appointments after 4:00 p.m. or on Wednesday afternoons if possible. **No one may check your child out of school unless they are listed on the registration card as an emergency contact person.**

To protect instructional time and ensure optimal safety for our students and staff, check-out will not be permitted 30 minutes prior to dismissal time (after 3:30pm Mondays, Tuesdays, Thursdays and Fridays, and after 12:15 pm on Wednesdays). The school will be locked to outside visitors at this time. Should an emergency arise, please call the school at 338-2526.

## **BICYCLES AT SCHOOL**

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

- Children may ride their bicycles or scooters on public roads, but ***must walk bikes and scooters any time they are on school grounds.***
- Bicycles must be stored on the bicycle rack and secured with a lock. Scooters must be folded up and kept in back packs or secured at the bicycle rack.
- Children riding bicycles or scooters must wear helmets. Helmets will be stored for the day in student's backpack
- Scooters, roller blades, nor bicycles are not allowed to be ridden inside of the school building at any time due to safety reasons.

## **BIRTHDAY CELEBRATIONS AT SCHOOL**

A child's birthday is always a time to celebrate, and many of the students' birthdays fall on a school day. Some parents like to bring a snack/treat for their birthday boy or girl. This is perfectly fine, but we ask that you check with your child's teacher so that they can tell you the appropriate time to bring in the treats. Many parents join their child's class for lunch, and then the treat (cupcakes, donuts) are served at that time. We appreciate it when this procedure is followed, as it does not take away from important instructional time in the classroom. If your child is planning to hold a birthday party outside of school, please do not send the invitations for your child to pass out in school **UNLESS** all the students in the classroom are invited to the party. **We will not pass out invitations to "selected" students from your child's class, or other classrooms. Please note that all items brought to school must be store bought so that ingredients may be checked for possible allergies. Homemade goods are not permitted.**

## **BOOKS**

Students receive several books and library books for their use and enjoyment during the school year. Students are to be responsible for these books and treat them with respect. If a student tears, writes in, or destroys a book, they will be required to pay the full cost of replacement. Please help your child take good care of his/her books when they come home and remind them to return them to school when requested by the teacher and/or librarian. If your child does not return their books at the end of the year they will not be able to receive their final report card until the book is paid for.

## **BULLYING AND ANTI-BULLYING POLICY**

It is important for a school to create a climate where bullies and bullying behavior are not tolerated. SVE utilizes the RRPS Elementary School Discipline Matrix to address issues of bullying. Bullying is considered a Level III behavior. Sandia Vista Elementary follows the policy and procedures set forth by the RRPS School Board concerning bullying. The policy includes the following:

"The Board is committed to providing a positive and productive learning and working environment. To this end, hazing, harassment, intimidation, menacing or

bullying by students, staff or third parties are strictly prohibited and shall not be tolerated in the District.

**“Bullying”** is defined as any repeated and pervasive written, verbal or electronic expression, physical act or gesture, or a pattern that is intended to cause distress upon one or more students in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Bullying includes, but is not limited to, hazing, harassment, intimidation or menacing acts of a student upon another which may, but need not be based on the student’s race, color, sex, ethnicity, national origin, religion, disability, age or sexual orientation. 6.12.7.7 NMAC states that “Bullying” means any repeated and pervasive written, verbal or electronic expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more students in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Bullying includes, but is not limited to, hazing, harassment, intimidation or menacing acts of a student which may, but need not be based on the student’s race, color, sex, ethnicity, national origin, religion, disability, age or sexual orientation.

**“Harassment”** means knowingly pursuing a pattern of conduct that is intended to annoy, seriously alarm or terrorize another person and that serves no lawful purpose. The conduct must be such that it would cause a reasonable person to suffer substantial emotional distress. Harassment includes, but is not limited to, any act which subjects an individual or group to unwanted, degrading, humiliating or abusive behavior of a nonverbal, verbal, written or physical nature, on the basis of age, race, religion, color, national origin, disability, sexual orientation or ethnicity. Verbal and nonverbal harassment includes speech or gestures which are lewd, indecent, profane or obscene and libel.

**“Intimidation”** includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another’s property, cause substantial inconvenience in accessing school facilities, educational or school sponsored programs or subject another to offensive physical contact or inflict serious physical injury which may, but need not be based on the basis of race, color, religion, national origin, or sexual orientation.

**“Menacing”** includes, but is not limited to, any assault intended to place a school employee, student or third party in fear of imminent physical injury.

## **BUS AND TRANSPORTATION RULES**

Transportation by school bus is a **privilege** and an extension of the school day. Your child’s safety on the bus is essential. In order to maintain a safe and healthy environment for all students who are transported by school bus, the staff at Sandia Vista Elementary, and our bus contractor, have identified the following seven basic bus rules, and consequences if the rules are broken. To guarantee your child’s safety, the following bus rules apply to all students riding the bus to and from school:

1. Follow the directions of the bus driver the first time they are given.

2. Keep all parts of your body and objects inside the bus.
3. Remain seated in your assigned seat at all times.
4. Keep hands, feet and objects to yourself.
5. No fighting, pushing, spitting or profanity at any time.
6. No eating, drinking or smoking, or pets on the bus
7. No large items (i.e. instruments, projects, balloons, etc.)

**Consequences for Violations of Bus Rules** - \*Please note that all concerns regarding student behavior should be directed to the Transportation Department. The Transportation department is responsible for issuing consequences related to bus behavior. **338-0078** The following consequences applies to all students who violate the bus rules. The following list is intended for informational purposes. The types and severity of the violation may result in the need to bypass some or all of these steps. (Severe misbehavior such as fighting, vandalism, profanity, etc. will result in immediate 1-3 day suspension from riding the bus.)

- **Bus Referral #1** – Warning: Student conference; possible loss of recess. Referral will be sent home for parents to address.
- **Bus Referral #2** – Parent conference with child in attendance; behavior plan developed to change and monitor bus behavior.
- **Bus Referral #3** – One to three day suspension from bus; parent required to attend a conference before student can return to riding the bus
- **Bus Referral #4** – Long term suspension from bus

**Bus Arrangements** - Please be sure your child knows where to go after school each day. It is a disruption to the entire class when messages must be delivered. Emergencies can and will arise, and in such cases, messages will be promptly delivered. **Children who normally ride the bus will always be placed on the bus. The only time they will not is if a written note is given to the teacher alerting him or her of the changes.** Children will not be allowed to change buses unless it has been approved by the Student Transportation Office at RRPS (338-0078). **Changing buses for social reasons is not acceptable.** All arrangements must be communicated by the parent to the teacher if any changes are made relating to arrival or departure to/from the school. **Parents must contact the RRPS Transportation Office 24 hours in advance if a student needs to ride an alternate bus. This service is only provided to assist with day care or emergency issues.**

**Bus Changes** – occasionally there are mechanical problems or bus driver absences that force alteration of bus schedules. If your child’s bus does not arrive for morning pick-up within a reasonable time, please call the **RRPS Transportation Office at 338-0078** for details of delayed buses. The bus contractor makes every effort to get all bused students home at a reasonable time. However, in the case that a bus is delayed for after-school pick-up of students, school staff will continue to provide supervision of students until all buses have departed from the school.

## CAFETERIA/FOOD SERVICES

The cafeteria is set up to serve a buffet type lunch. The contractor working with Rio Rancho Public Schools this year is Sodexo. Students have a choice of several entrees each day, as well as side dishes, such as cooked vegetables and potatoes. Students are reminded to let the cafeteria worker behind the lunch line to ask for the side dish they would like. A daily “salad” bar, with salad, fruit, and specialty foods, is available every day. If your child chooses to eat lunch in our cafeteria, please have your child bring a check to pay on a weekly or monthly basis. Make checks payable to: Rio Rancho Public Schools. This saves time and helps with our bookkeeping procedures. You may also pay directly online at: <https://www.mymealtime.com/>. For the latest prices on student and adult lunches, please check the RRPS website.

In order for your child to become eligible for reduced or free lunch, a form must be filled out and approved by the Office of Student Nutrition. Forms can be picked up and returned to Sandia Vista front office. **All information is confidential.** The number of children that participate in the free and reduced lunch program may help our school qualify for extra federal funding for the Title I Reading Program. If you do not want to participate in the free or reduced breakfast/lunch program but you qualify, filling out the form still may support the school’s opportunity for additional funding.

## CHANGE IN STUDENT INFORMATION

It is important that the school office be notified immediately of a change in your address, home, and/or office telephone numbers, or emergency information during the school year. Without a current telephone number we would be unable to locate you in case of an emergency. **The school must have a current telephone number where you, or an emergency contact, may be reached at all times.**

## DAILY SCHEDULE

The following start and end times for each school day are developed by the RRPS Department of Transportation. If changes occur to this schedule, parents will be notified in writing and through the website.

### MORNING

- 8:45 a.m. – Buses Arrive
- 8:55 a.m. – First Bell
- 9:00 a.m. – Tardy Bell (School Begins)

### AFTERNOON

- 4:00 p.m. – Dismissal – M, T, Th, Fr
- 12:45 p.m. – Dismissal – Wednesdays

### **DISCIPLINE PHILOSOPHY AND POLICY** (see also Positive Behavior Support)

Preventative discipline is the philosophy at Sandia Vista Elementary which includes positive behavior rewards as well as interventions such as referrals to the school counselor, student contracts, loss of privileges, referrals to the Student Assistance Team (SAT), and parent contacts. When a student receives a Behavior Information Report (a behavior referral), the principal will use the RRPS District Elementary Discipline Matrix to determine the appropriate consequence(s) for a student's failure to follow school rules and procedures. The Elementary Discipline Matrix can be found on page 26 of this handbook.

Each staff member at Sandia Vista Elementary accepts responsibility for the maintenance of classroom and building discipline and for the promotion of our school-wide Positive Behavior Support (PBS) program. All students are expected to behave in a way that is conducive to learning and to the well-being of ALL students.

### **DRESS CODE/RRPS ELEMENTARY SCHOOL WEAR POLICY**

#### **Student Dress Code-349**

In the interest of encouraging a positive school spirit, disciplined and focused educational environment, and promoting student safety, Rio Rancho Public Schools establishes the following Dress Code and Standard of Decency governing student dress at school and while participating in School-sponsored activities. Administrators shall have the discretion to determine the appropriateness of attire and grooming, and may make special exceptions for students in certain grades/subjects, such as vocational courses, physical education, for medical necessities. Enforcement of this policy shall be in accordance with District disciplinary procedures for students. Enforcement of this policy shall not infringe on any individual's religious beliefs or protected free speech.

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

Student dress code policy can be found at [www.rrps.net](http://www.rrps.net) (policy # 349)

### **ENROLLMENT/REGISTRATION OF NEW STUDENTS**

We are always excited to welcome new students and their families into the Sandia Vista Elementary community! Upon receipt of the completed online registration, including providing the child's birth certificate, up-to-date immunization records, and proof of residence, the child will begin school between 24-48 hours after the school receives the completed online registration. This allows the office staff time to notify your child's new teacher; the teacher can then prepare materials for your child, as well as have a desk and chair ready when your child enters the classroom.

### **FERPA (Family Educational Rights Privacy Act)**

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

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

These rights are:

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

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write the School Principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by RRPS to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202

**EXCEPTIONS TO DISCLOSURE OF PERSONALLY IDENTIFIABLE INFORMATION (PII) WITHOUT PRIOR CONSENT.** One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from

education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

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

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

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

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

1. Student's name
2. Grade in school;
3. Name of school;
4. Eligibility and participation in officially recognized activities, including but not limited to fine arts exhibits, performing arts programs, other performances, graduation programs and sports events;



5. Weight and height of members of athletic teams;
6. Honors and awards received;
7. Yearbooks; and
8. Identification in print, electronic or visual media, including photographs, videotapes, and video images, depicting school programs or activities.

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

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

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

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

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

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

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

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;

4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

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

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

- Inspect, upon request and before administration or use:

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

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

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

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

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

Parents who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W. Washington, D.C. 20202-5901.

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

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

### **FIELD TRIPS**

Properly supervised and planned educational field trips are an important part of the instructional program. A signed permission form from a parent or guardian is required for all students attending a field trip.

Any parent accompanying a class on a field trip as a chaperone must have a certified volunteer badge, which can be obtained through following the RRPS guidelines for volunteers (see VOLUNTEERS, p. ) Parent chaperones are expected to follow the school and bus rules and assist the teacher in supervising students. All chaperones will be required to complete the “Guidelines for Chaperones” form *prior* to the field trip. **Younger siblings are not allowed on field trips.**

All students will be returned to the school after a field trip unless prior arrangements have been made with the teacher and are documented in writing. If a parent is

planning to “check out” their child from the field trip, please check-out in the office prior to leaving on the field trip. The parent will also be required to sign their child out on the teacher’s class list before they are released to the parent. Please note that if your child is checked out early from a field trip they will receive an unexcused absence for the entire day.

### **HEALTH OFFICE PROCEDURES AND GUIDELINES (also see RRPS Policy)**

The health room is a facility where sick or injured students are triaged, assessed, treated and/or referred for further treatment. It is staffed with a State Department of Education licensed school nurse and trained health assistant at all times. All efforts will be made to return a student to class if deemed appropriate by the health office staff. A student may be considered a candidate for exclusion from school or from the school bus at the discretion of the health room staff. Reasons for exclusion from school or bus may include, but are not limited to: vomiting, diarrhea, fever of 100 degrees or greater, significant injury, or symptoms not responding to treatment. Children may not return to school until they are free of the above symptoms for 24 hours without the aid of symptom reducing medications such as Tylenol or Ibuprofen.

All medication will be dispensed according to the Rio Rancho Public Schools medication policy and procedure, as follows:

- 1) Prescription medications will be dispensed in the health office when accompanied by a completed Medication Authorization form, and the medication is in its original pharmacy labeled container.
- 2) In the case of over-the-counter medication, the parent will provide the medication in an original sealed container and complete an “Over the Counter” Medication Authorization form

Students who are placed on antibiotics by their physician must remain at home for the first 24 hours of therapy. A complete copy of this Policy and Procedure can be obtained via the internet at [www.rrps.net](http://www.rrps.net) or at your child’s school health office.

In the case of a serious illness or accident, every effort will be made to contact the parent or guardian. Parents and/or guardians are responsible for updating the emergency card with current addresses and phone numbers if there are any changes during the school year. If the student’s condition appears to be an emergency, the Rio Rancho Emergency Medical System (911) will be called. The decision to transport a student to a local health care facility will be made by the Emergency Medical staff, unless the parent or guardian is present.

### **HOMEWORK POLICY**

At Sandia Vista Elementary we understand and appreciate time spent with families outside of school. Many children are involved in extracurricular activities and most

would agree that enjoying that time together as a family is valuable. Therefore, SVE does not have a homework requirement. Teachers may assign nightly reading to your child. We see the importance of developing a love of Reading!

For those families that are requesting additional academic practice beyond the school day, please talk to your child's teacher.

## **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 (Rubeola, Rubella) and Hepatitis B. Students will not be allowed to attend school until a shot record is produced. Check with your pediatrician, the school nurse or the local health department to determine if your child's immunizations are up-to-date.

## **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.

## **INTERNET ACCESS**

Sandia Vista 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 must consent to the **Technology Use Agreement** during online registration. If a student uses the Internet without permission or in an inappropriate manner, school personnel may invoke the following consequences:

**First Incident:** warning given, parents notified.

**Second Incident:** access to the Internet denied to students for the remainder of the year. No Exceptions

## **INTERNET SAFETY**

Talk to your child about the dangers that can occur online. Open communication with your child is vital. Your child needs to feel they can come to you if they encounter frightening communications or images without fear of losing Internet privileges. Parents *must* control such activity. Your child should know that:

- Accepting files or downloads from unknown sources can bring a virus that could harm the computer.
- Giving away personal information can lead to identity theft or worse.
- People may not be who they say they are online -- predators roam cyberspace.
- If you have a webcam, they should use it ONLY if you are present.
- They should never fill out a profile without parent review and approval
- Posting pictures online or sending images can have a dangerous result.
- Their email address/screen name should not contain any part of their name, age, gender, interests, or favorite activities.

### **LOST AND FOUND**

Parents are encouraged to write their child's name on every personal item brought to school, including jackets, sweatshirts, sweaters, lunch boxes, etc. A Lost and Found bin has been established in the foyer, and students and/or parents are welcome to check the bin anytime a child's item is lost. The Lost and Found bin will be cleaned out at winter break, spring break, and at the end of the year. All unclaimed items will be given to a local charity.

The school is not responsible for lost or stolen items. **Please remind your child to leave personal items such as toys or electronic games at home.** They can disrupt the learning environment and create safety problems. Also, there is a risk of items being broken, lost or stolen. If your child's teacher includes "Show and Tell" as part of their instructional program, please follow the teacher's guidelines for sending items from home to school.

### **MONTESSORI PROGRAM**

Montessori is a comprehensive educational approach to learning, from birth to adulthood, based on the observation of children's needs in a variety of cultures all around the world. Dr. Maria Montessori developed this educational approach based on her understanding of children's natural learning tendencies as they unfold in "prepared environments" for multi-age groups. The Montessori environment contains specially-designed manipulative materials for development that invite children to engage in learning activities of their own individual choice. Children in a Montessori classroom learn by making discoveries with the materials, cultivating concentration, motivation, self-discipline, and a love of learning.

Sandia Vista is very proud to include a Montessori program in our public elementary school. The school principal is the director of the program. She oversees the day-to-day operation of the program, as well as the supervision of the staff and students. Montessori students and staff are a regular part of the Sandia Vista community, and we are excited that the program has been a great success, and is continuing to grow.

## **PARENT-TEACHER ORGANIZATION (PTO)**

The Sandia Vista Elementary School Parent-Teacher Organization (PTO) was formed in April, 2008. The official purposes of the PTO are:

- To carry out activities to benefit the Sandia Vista Elementary School community
- To foster a sense of support, pride and enthusiasm within the Sandia Vista community
- To serve as a liaison for school/community relations
- To enhance children's educational environment through fundraising and family activities

To further these purposes, the PTO raises funds to support the school financially through sponsoring special events and by providing volunteers for school programs and activities.

The membership drive for PTO begins each year during registration in July. The cost to be a member is \$5.00 per person. Membership guarantees your voice in items put to a vote as well as programs that PTO sponsors. Because the organization is a PTO and not a PTA, all membership dues stay at Sandia Vista Elementary. Announcements of events and activities sponsored by PTO are available on the school website.

## **POSITIVE BEHAVIOR SUPPORT (PBS)**

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

At the beginning of the school year students are taught the specific procedures and rules for various areas in and outside the classroom and school building. Teachers take time to demonstrate the expected behaviors and students are given numerous opportunities to practice the behaviors so that they become routine. When necessary, teachers and staff will remind students of the expected behaviors; more often, however, students receive positive reinforcement for demonstrating the expected behaviors on their own.

Students who demonstrate THUNDER PRIDE may receive Thunder Pride tickets from staff members to recognize and acknowledge positive behaviors that go above and

beyond the norm.

### **RELATED ARTS CLASSES**

Sandia Vista Elementary offers Related Arts (RA) programs for all PreK-5 students, including Music, Physical Education (PE), Library, Computer Lab, STEAM Lab, and Art instruction. Related Arts classes are an important aspect of a well-rounded education and directly support the academic standards held for all students. Students attend RA classes regularly, as much as the schedule will permit. It is expected that all children will participate in the classes and performances as part of their academic grade. Your child's teacher will send home information regarding the Related Arts rotations as well as expectations from the Related Arts teachers.

### **REPORT CARDS/PROGRESS NOTES**

Rio Rancho Public Schools reports student progress every twelve weeks in the form of individual report cards. Sandia Vista Elementary, like all elementary schools in the RRPS, utilizes electronic report cards. Teachers will enter students' grades via computer and parents will receive a hard copy.

At the end of the first and second grading periods, in Fall and Spring, Parent/Teacher Conferences will be held. Parents of elementary students will have scheduled conference times with their child's teacher. Teachers always look forward to the opportunity to meet and discuss the progress of their students, so please plan to attend your child's conference. If for some reason you are unable to attend the conference on the scheduled day or time, please contact your child's teacher so that they can better accommodate your schedule.

(If your child has an outstanding library fine, his/her report card will be held until the fine is paid.)

### **S.A.F.E. BEFORE AND AFTER SCHOOL PROGRAM**

Sandia Vista Elementary School is fortunate to offer the S.A.F.E Before and After School Program to its students. S.A.F.E. stands for Students Achieving For Excellence. Through the S.A.F.E. Program, Sandia Vista will continue to address the academic and social needs of our students, as well as their safety before and after school. The program provides innovative ideas that assist parents and children with opportunities to enhance overall development and academic success. These opportunities include after-school tutoring, arts and crafts, Jazzercise, performing arts, and other sponsored activities.

S.A.F.E. opens on the 1<sup>st</sup> day of school at 7:00 a.m. Parents of students in the Before School Program are to check in at the S.A.F.E Office. Arrangements for your child to receive breakfast in the cafeteria must be made with the Cafeteria Manager prior to beginning the program. Students in the After School Program are to check in at the S.A.F.E. Office after school dismissal, including after early release on Wednesdays. Students in the After School Program will be provided a snack. The S.A.F.E. Program runs until 6 pm. A late fee of \$10.00 per 15 min. will be added per child. Please see the S.A.F.E. Program Site Coordinator for fee information.



## **DURING INCLEMENT WEATHER...IF YOUR CHILD GOES TO THE BEFORE SCHOOL PROGRAM:**

If in the event the RRPS district calls a 2-hour delay, **the S.A.F.E. Program is closed in the AM.** The After School Program, however, will continue in the PM. If school is cancelled for any reason, the S.A.F.E. Program is also closed on that day. This policy is to insure the safety of all our students and staff.

## **SCHOOL ADVISORY COUNCIL**

School Advisory Council members are elected in the late summer, during school registration and beginning of the year testing. This encourages community participation in the election and allows the Council to be chosen and ready to serve as school is getting underway. To facilitate this process, those interested in running for Council positions for the following year are required to indicate their interest before the end of this school year. You can find a list of those who have registered to run in the election at the RRPS website, link to School Advisory Council.

**Who may serve on a school council?** Advisory School Councils must include parents, school staff, and community members in equal proportion. The school principal must be an active member of the council. Policy #328 establishes that school councils in the Rio Rancho Public Schools shall have eight members: two school staff members, two parent members, two community members, and the principal and assistant principal. The policy permits the council to be reduced to four members if not enough people run for election to fill an 8 member council.

- School employee members must be currently employed by the Rio Rancho Public Schools at the school on whose council they serve.
- Parent members must have a child currently enrolled at the school on whose council they serve.
- Community members must reside in Rio Rancho or must have a child enrolled in a Rio Rancho public school. If possible, one of the community members should be a representative of the business community.

**What does a school council do?** District Policy 328, following state law, says that school councils “assist the principal in an advisory capacity with school-based decision making” and “...provide parents with the opportunity for greater involvement in their child’s education.” State law defines the following specific responsibilities school councils are expected to perform:

- Work with the school principal and give advice, consistent with state and school district rules and policies, on policies relating to instructional issues and curricula and on the public school’s proposed and actual budgets
- Develop creative ways to involve parents in the schools

- Where appropriate, coordinate with any existing workforce development boards or vocational education advisory councils to connect students and school academic programs to business resources and opportunities
- Serve as the champion for students in building community support for schools and encouraging greater community participation in the public schools.
- School councils meet a minimum of four times a year, and may meet more often at the discretion of the principal and the council. School councils have broad discretion in setting their agendas to meet the needs of their individual schools.

**How does someone run for the council?** Candidates interested in serving on a school council should pick up a declaration of candidacy from any school office or from the Rio Rancho Public Schools District Office at 500 Laser Rd. NE. Declaration of candidacy forms may also be found online at [www.rmps.net](http://www.rmps.net). Forms should be returned in person during regular office hours to the Sandia Vista office or to the district office. Candidates will be required to show a picture ID at the time they submit their declaration of candidacy. If a candidate is running for a community member position, he or she must show proof that they reside in Rio Rancho or have a child enrolled in a public school in the Rio Rancho district.

**When is the election?** The election window coincides with the time period when parents/students are registering for school and school staff members are returning to work. Exact dates will be announced once the school district calendar and school registration dates are established. If the number of candidates in a specific category (parent, staff, community) does not exceed the number of available positions, no election is held for that category and those filing declarations of candidacy are simply invited to serve.

**How does the vote take place?** Voters may cast ballots in person in the school office or other designated location(s) on campus during regular school office hours, or at other times as designated by the school. The ballots are deposited in locked ballot box. The school staff will keep a list of those who have voted to prevent people from voting twice.

**How is the vote counted?** The vote must be canvassed within two school or business days following the election date. The canvass is performed by a member of the school staff designated by the principal and a district-level administrator or staff member designated by the Superintendent. The results are then announced via the Web site, posting in the school office, and communicated through the school newsletter.

**What authority does the school council have?** School councils as established in statute and district policy are advisory in nature and work with the principal to review curriculum, budgets, and other issues as specified by law or requested by the principal. School councils do not set policy or provide direction (as opposed to advice) to the principal. Under state law, subject to the general supervision of the superintendent, the principal is responsible for the administration and overall instructional leadership of the school. Meetings of the council are not subject to the Open Meetings Act because the council is an advisory, not a policy-making, body.

## **SECTION 504 PLAN**

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 qualifies students for support services whose disabilities are not severe enough to qualify them under IDEA. The school counselor is the Site Coordinator for 504 Plans for Sandia Vista Elementary.

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

### **STUDENT ASSISTANCE TEAM (SAT)**

When a student is in need of extra assistance, whether it be for academics, behavior, social-emotional health, attendance, or any issue tied to their education and achievement, a Student Assistance Team, or SAT, referral is completed, usually by the classroom teacher. The general intent of any SAT referral is to provide the student with accommodations and interventions within the classroom in order to support increased growth in deficit areas. As the interventions are being implemented, the teacher or referring party will document the various methods or interventions tried and the progress of the student. If the student is responding to the interventions, the SAT Team will continue to monitor the student and the teacher will continue to document progress. If the student is not responding to the interventions, the SAT Team, along with the parent, may refer the child for further testing. By law, parents are informed in writing so that they can be active participants in the decision making process.

A staff member is designated as the SAT Chairperson. The SAT Chair organizes the specific documents needed for a SAT meeting, determines the members of the SAT Team for each child, schedules the SAT meetings, and follows up with each referral. SAT Team members may include the child's teacher, counselor, social worker, or other parties deemed as resources for the child. The School Principal may also be a SAT Team member.

A SAT referral is NOT an automatic referral to Special Education. The SAT Team considers all alternatives, including academic and psychological testing, counseling, Section 504 Plans, and screenings, and determines which interventions are appropriate for each individual child. We welcome and encourage parents to participate in this process to further the home/school partnership.

### **TELEPHONE CALLS TO SCHOOL**

During the regular school day, all classroom phones are blocked so that they do not ring in the classroom and interrupt important instruction. However, you may contact

your child's teacher by calling the school's main phone number (338-2526) and then dialing the teacher's extension number and leaving a message. Teachers will check their voicemail boxes before the end of the school day. Teachers will try to return your call within 24 hours.

If you need to leave a message for your child, however, please call the main office ("0" or x510) and either leave a message for the secretary or receptionist, or dial the extension to reach them in person. Messages for students will be delivered before the end of the school day. Please do not leave messages for your child on the teachers' voice mail.

### **TITLE IX**

Under the provisions of Title IX, Education Amendments of 1972, public school must make sure that all students, regardless of gender, have equivalent opportunities to participate in athletics, academics, and training programs. RRPS Title IX Coordinator is responsible for overseeing compliance with the provisions of Title IX and for investigating complaints. For further information, contact RRPS Title IX Coordinator, Tonna Burgos at the Rio Rancho Public Schools District Office, 500 Laser Rd. NE, Rio Rancho, NM 87124, (505) 896-0667, Ext 129.

### **VISITING THE SCHOOL AND/OR CLASSROOMS**

Parents are encouraged, and are always welcome, to visit Sandia Vista Elementary; however, one of the main goals of Sandia Vista Elementary is to provide a SAFE learning environment for all of our students. Therefore, **ALL VISITORS MUST SIGN IN AT THE FRONT OFFICE. ALL VISITORS WILL BE EXPECTED TO SCAN THEIR DRIVER'S LICENSE TO ENTER SCHOOL.** By scanning your license, a visitor's badge with your picture will be printed and will be required to wear during your visit. By wearing a visitor's badge, staff and students know you have been cleared for school visitation. This is for the safety of your children. **Visits to the classrooms, including before the start of the school day, should be scheduled with the teacher in advance to minimize disruptions to the instructional day.**

### **VOLUNTEERS**

RRPS and Sandia Vista are committed to providing a safe and healthy environment for all its students. One way we can do this is to require parents who wish to volunteer in their children's classrooms, or anywhere in the building, to submit an application to

receive a personalized volunteer badge. Please visit [www.rrps.net](http://www.rrps.net) and click on the parent tab. Select “volunteers” and follow the process.

While this process may seem somewhat rigorous, the purpose is to ensure that our students are safe with any adults who will be spending extended time in the classrooms or school. While parent volunteers are welcome in all classrooms, teachers may need volunteers for specific times of the day and/or for specific activities. Please check with your child’s teacher for these special assignments.

### **WEAPONS POLICY**

The 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 or around school property.

In furtherance of this purpose, it is every student’s duty to ensure that he or she does not possess weapons at school. This duty extends to the responsibility to ensure that all of a student’s possessions are free of weapons at school. This includes vehicles driven onto school property regardless of ownership of the vehicle. This policy is enacted to implement the requirements of the federal Gun - Free Schools Act, 20 U.S.C. 7151, and it is the intention of the Board that it be interpreted to conform to provisions of applicable federal and state law.