

# SANDIA VISTA ELEMENTARY

## PARENT/STUDENT HANDBOOK



2016-2017

# 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 8:40 a.m. and ends at 4:20 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 off area of the front parking lot off of Franklin Rd. 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 dropping your child off prior to 8:40 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 building to meet your child in front of the building, and **walk your child across the crosswalk** to your car. If you choose to wait for your child in your vehicle, please pull your car as far forward as possible along the curb to allow cars to fill in behind you. **Students may only enter their vehicles in the area past the crosswalk, and may only enter 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!**

**Older Siblings Picking Up Children from School** - Middle school and high school students are **NOT ALLOWED ON THE CAMPUS** unless accompanied by a parent. Special permission may be granted by the principal for those middle school students who need to pick up younger siblings. A parent should make this request in writing. 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.

School delays and closures due to inclement weather are announced on:

Radio: KOB AM770 KRST FM 92.3 KOB FM 93.3

TV: KOB Channel 4 KOAT Channel 7 KRQE Channel 13

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

If severe weather conditions materialize during the school day, the decision for early dismissal must be made by 11:30 a.m. and will be announced on the radio and TV. 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.

## **ASSEMBLIES**

Assembly programs are an important part of the instructional program; however, we do everything we can to protect important classroom instruction time and assemblies are held on an as-needed basis. Assemblies are usually held to provide students, staff, and parents an opportunity to build community and school spirit, to acknowledge student and/or staff achievement and success, and to highlight positive happenings in the school.

Students are expected to enter the multi-purpose room with their teacher in an orderly manner and sit with their class. Students are taught expected "assembly behavior" that shows respect and courtesy.

## **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 files.

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 12:30pm. If the student attends school for more than one-half of the total instructional time, the student will be counted as having attended for a full day. Prompt and regular attendance is essential for a student to attain academic success. Missed days, being tardy and leaving early can leave gaps in the educational process. Please make every effort to get your child to school on time every day.

**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.

**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 school/teacher is not obligated to prepare work for the suspended student to complete during the suspension.

### **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 dis-enrolled.

**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.

**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 12:15pm 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

## **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.**

## **BOOKS**

Students receive several textbooks 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.

## **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** - 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 alternative 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 online directly. 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 helps 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 and but you qualify, filling out the form still supports 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. Cell phones are acceptable, however they must be current and in service at all times.**

## CHANGE IN PICK UP ARRANGEMENTS

In order to keep all our children here at Sandia Vista safe, it is imperative that the following procedures are followed if your child's pickup arrangement changes for any reason:

### **If your child attends S.A.F.E. after school:**

(Communicate changes to **ALL** three parties below):

1. **Inform Nadine:** Call, text, email, or indicate on the sign-out roster that your child's pickup arrangement has been changed. (Cell: 505-270-0499  
Email: [Nadine.Larranaga@RRPS.net](mailto:Nadine.Larranaga@RRPS.net) School Number: 505-338-2526 ext. 7)
2. **Notify Front Office Staff:** Call the front office or email Lisa AND Valerie (School Number: 505-338-2526 ext. 0. Email: [Lisa.Montoya@RRPS.net](mailto:Lisa.Montoya@RRPS.net), [Valerie.Aguirre@RRPS.net](mailto:Valerie.Aguirre@RRPS.net))
3. **Notify Teacher:** Notify your child's teacher via written note, email, or classroom communication, ie. DOJO)

## **YOU ARE RESPONSIBLE TO INFORM ALL THREE STAFF MEMBERS BEFORE 3:30.**

*For example: John goes to S.A.F.E. every day after school, but this week, on Tuesday parents want John to ride bus home, and on Friday go to parent pickup.*

*What should I do? Each day that the arrangement changes, all staff members stated in the procedure **MUST** be notified of the change.*

### **Changes for students who do not attend S.A.F.E:**

1. **Notify Front Office Staff:** Call the front office or email Lisa AND Valerie (School Number: 505-338-2526 ext. 0. Email: [Lisa.Montoya@RRPS.net](mailto:Lisa.Montoya@RRPS.net), [Valerie.Aguirre@RRPS.net](mailto:Valerie.Aguirre@RRPS.net))
2. **Notify Teacher:** Notify your child's teacher via written note, email, or classroom communication, ie. DOJO.

**Again, it is imperative that BOTH Front Office Staff and Teachers have been notified of changes BEFORE 3:30.**

*For example: Susie rides the bus every day, but this week, on Monday parents want her to go to parent pickup. What should I do? Again, in order to ensure the safety of the child, it is imperative that **BOTH** the front office and teacher are notified of the change.*

Thank you for your cooperation in keeping our children safe!

## 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

## DELAY OF SCHOOL

On occasion, but usually due to inclement weather, the RRPS district may call a 2-hour delay. This means school for elementary students will begin at 11:00 a.m., which is 2 hours after the regular start time of 9:00 a.m. During winter, especially, it is important that you watch one of the local TV stations or listen to a local radio station to determine whether there are school closures. Usually, by 6:30 a.m., staff members are notified of any closure, and radio and TV stations are also notified by this time whenever possible.

The RRPS district now has an automated communication system, via telephone, that notifies parents whenever there is a delay or closure. Please make sure your current phone numbers (home, cell, work) are up-to-date so that you may receive these important messages.

**(If your child goes to the S.A.F.E. Program before school, there is NO S.A.F.E on days when there is a delay or closure.)**

## 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

Students are expected to demonstrate personal grooming standards of cleanliness and to wear appropriate clothing while on campus, on field trips, and during off campus events at which students represent Rio Rancho Schools for athletics or activities. Any personal grooming or clothing that disrupts the educational process or is provocative in nature is in violation of the Dress Code and Standard of Decency.

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

#### A. Allowed:

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

#### B. Not allowed:

- Insignias can be no larger than 3 inches x 3 inches. **No graphics, pictures, or writing on clothing shall be permitted except as part of an insignia.**
- Revealing or see-through clothing

- Exposed underwear including boxers, sports bras, and bras
- Saggy pants revealing underwear or any portion of the body below the naval.
- Dresses, skirts, shorts, and skorts, including slits, shorter three (3) inches above the bend of the knee.
- Sleeveless tops: all tops (male and female) are to have a sleeve
- Pajamas (tops or bottoms), unless it is a sanctioned school function, i.e., pajama day
- Ripped or torn clothing
- Bandanas, 'do-rags', shower caps, and hairnets
- Spiked jewelry and jewelry that is obscene, disruptive to the educational process or that could endanger students
- Belt loop chains, wallet chains, and extended belts
- Trench coats
- Heelys
- Flip flops (elementary school)
- Clothing and/or articles worn or carried by the student (includes face painting) displaying words or symbols or colors of gangs, drugs, alcohol, tobacco, violence, racism, inappropriate language or images, or symbols of a sexual/sexist nature
- Clothing and/or articles in violation of Policy 346, *Gang Activity*, which states that students shall not "wear . . . any clothing, jewelry, emblem, badge, symbol, sign or other items that evidences or reflects membership in or affiliation with any gang"
- Visible cleavage, navels, and/or midriffs. No skin should be shown between the bottom of the shirt/blouse and the top of the pants/skirt when arms are stretched upward
- Tube tops, spaghetti strap tops, halter tops, translucent blouses, midriff shirts/blouses

#### **Other provisions:**

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

#### **CONSEQUENCES FOR NON-COMPLIANCE TO DRESS WARE POLICY**

- 1<sup>st</sup> Infraction - A Dress Code Pass will be given for one day, and sent home with a reminder of dress code policy; change of clothing may be requested.
- 2<sup>nd</sup> Infraction - Warning and parent contact by phone. Change of clothing may be requested.
- 3<sup>rd</sup> Infraction - Parent contact by phone and student will receive on full day of in-school suspension
- 4<sup>th</sup> Infraction - Parent Conference; student may receive two days of in-school suspension
- 5<sup>th</sup> Infraction - Parent contact; student receives one day out-of-school suspension
- 6<sup>th</sup> Infraction - Suspension pending hearing

#### **WAIVERS**

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

1. Religious Freedom: Families whose religious beliefs require wearing attire that does not conform to the dress code and whose membership or affiliation with that denomination or sect can be verified
2. Health or Physical Disability: a health or disability issue documented by a medical professional or through an IEP which would preclude the student from being able to wear regular clothes to school for a specified period of time

3. **Financial Hardship:** families who for a period of time meet one of the following criteria and who can document this situation:

- a. homelessness,
- b. head of family is unemployed or on disability,
- c. families with children who receive general public assistance or some other form of documented financial aid.

The portions of the Dress Code and Standard of Decency pertaining to insignia size, the prohibition of pictures or writing on clothing, the display of words or symbols or colors of gangs, drugs, alcohol, tobacco, violence, racism, inappropriate language or images, or symbols of a sexual/sexist nature, and to violations of Policy 346 are not subject to waiver. All students will be expected to comply with these provisions of the standard of decency. Except as described in the previous paragraph, no student shall be denied attendance at school, penalized or otherwise subject to compliance measures for failing to obey the dress code if a waiver of this policy has been obtained.

## ENROLLMENT/REGISTRATION OF NEW STUDENTS

We are always excited to welcome new students and their families into the Sandia Vista Elementary community! As the parent/guardian, you may pick up a registration packet in the main office of the school. Because the packet contains many forms, you may want to take the packet home and return it the next day. 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.

## EXTRA-CURRICULAR ACTIVITIES

Sandia Vista students have many opportunities to participate in after school extra-curricular activities. The following are just some of the activities that have been held at SVE the past few years:

- Basketball for 3<sup>rd</sup>-5<sup>th</sup> graders
- Martial Arts
- Girl Scouts
- Razzle Dazzle Drill Team
- Tutoring

During Curriculum Night/Open House in the fall, sponsors of extra-curricular activities are invited to set up a display and provide information to parents, as well as have students sign up for chosen activities. If you are interested in sponsoring an after-school activity, contact the Assistant Principal for information about how to access and complete a Facilities Use Request online.

## FERPA (Family Educational Rights Privacy Act)

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that **Rio Rancho Public Schools (RRPS)**, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, **RRPS** may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the **RRPS** to include this type of information from your child's education records in certain print and electronic school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs;

- Sports activity sheets, such as for wrestling, showing weight and height of team members;
- Activities, accolades and awards in school and district newsletters and on school websites

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks and authorized media covering school academic and athletic activities.

For the 2015-2016 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;
8. Identification in visual media, including photographs, videotapes, and video images, depicting school programs or activities

If you do not want RRPS to disclose directory information from your child's education records without your prior written consent, you must notify the Principal of the School where the records are kept within 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.

Complaints about failure of the Rio Rancho Schools to comply with the Family Educational Rights and Privacy Act may be made, in writing, to FERPA Office, Department of Health and Human Services, 330 Independence Avenue, S.W., Washington, D.C. 20201.

### **Protection Of Pupil Rights ("PPRA") Notice**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

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

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

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

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

-Inspect, upon request and before administration or use -

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

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law. **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 the planned activities and surveys listed below and 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 federal No Child Left Behind Act and 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. 136.

### **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 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. **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.

## 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

The following homework guidelines were developed by a district committee which consisted of parents, teachers, and administrators, during the 07-08 school year. At this time, the guidelines are not RRPS district policy. However, these guidelines will be used to provide guidance for both teachers and parents as appropriate expectations for homework assignments for this school year.

<b>DRAFT ELEMENTARY HOMEWORK GUIDELINES</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 choice of assignments</b>	Homework should be modified, if necessary, based on students' needs (e.g., quantity and difficulty). Student choice on some assignments is encouraged.
<b>Communication between home and school</b>	<p>Homework expectations should be communicated with students, parents, and teachers through various media (e.g., agendas, school websites, newsletters, curriculum night) at the beginning of the school year.</p> <p>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.</p>
<b>Role of parents</b>	Parents should encourage their child and offer suggestions, but they should insist that the student do his/her own work as able. (Exception: Nightly reading before the student has developed independent reading skills)
<b>Procedures if parents have concerns</b>	When parents have a concern about homework, they should contact the child's teacher. If concerns are not adequately resolved by the teacher, the next step is to speak with a school administrator.
<b>Effect of homework on grade</b>	<p>Homework should not influence any certain subject grade; however, it should be monitored for study skills performance.</p> <p>Consistent with the philosophy of Positive Behavior Support (PBS), positive reinforcements, not punitive consequences, will be used to motivate students' homework completion.</p>

## 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 **Rules of Appropriate Use** 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.
- The settings for any social networking profiles (i.e. MySpace, Facebook) should be private and new friends should only be accepted if they are known to them AND their parents.

## 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.

## NEWSLETTER

The school newsletter, *The Thunder Bolt*, is published on a monthly basis and is available online at sandiavista.rmps.net. It is very important that you look for this publication and read it. Should you not have internet access, please let your child's teacher know so that accommodation can be made. The school newsletter is our way of keeping you informed of the activities going on in the school and community.

## 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.

Parents can support the school's effort to teach and enforce the established procedures by reading the procedures that are posted in various areas throughout the school. Each procedures poster uses the word PRIDE to help students remember the specific rules for each area.

Sandia Vista Elementary staff work to instill **THUNDER PRIDE** in our students by teaching and looking for students who demonstrate:

**T = Trustworthiness H = Honesty U = Understanding N = Nobility D = Dedication**

**E = Empathy R = Responsibility**

**P = Preparedness R = Respect I = Integrity D = Dependability E = Excellence**

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, 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 *Sandia Vista Elementary Parent/Student Handbook 2016-2017*

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.

**Physical Education** - PE is part of the school curriculum designed to enhance four domains of learning: (1) psychomotor (skills), (2) cognitive (thinking), (3) affective (social), and (4) physical (fitness). P. E. lessons are developed to encourage participation, cooperation, self-confidence and sportsmanship. The long term goal in PE is to facilitate the appreciation of, and participation in a life-long healthy lifestyle.

In order to provide a safe and productive learning environment the following expectations for P. E. should be adhered to:

- . Students should wear tennis shoes and dress accordingly on their PE day.
- . Students are expected to perform to the best of their abilities.
- . Students should conduct themselves in a safe manner.
- . Students must listen and follow PE instructions.

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

**Music** - All students receive music instruction weekly; however, 3<sup>rd</sup> and 5<sup>th</sup> graders participate in a grade-level special performance...3<sup>rd</sup> grade in the fall, 5<sup>th</sup> grade in the spring. Some performances take place in the evening and the students in that grade level are expected to participate. If this is impossible, you must contact the Music teacher and obtain alternate assignments to complete the grade.

**Art** - Students will receive Art instruction as often as the school-wide schedule permits. Student-generated work will be displayed whenever possible and/or kept in individual portfolios.

**Computer Lab** - Students will also have access to the Computer Lab according to a schedule created by the staff. The school's Educational Technology Specialist (Ed. Tech) is available to assist teachers to manage the computer labs with the students so that they may learn basic computer skills and utilize the technology offered at the school. In order for your child to utilize the school's technology please read the "Rules of Appropriate Use" Form for technology (included in your child's registration packet), and return the signed user agreement to your child's teacher.

**Library** - Students will be encouraged to use the library, with open check-out being observed throughout the day whenever possible. The librarian will also instruct students in the proper use and care of the library and its materials.

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

## 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 November and February respectively, 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.)

## RIO RANCHO PUBLIC SCHOOLS POLICY AND PUBLIC EDUCATION DEPARTMENT

Often Board Policy explains why we do what we do. If you would like more information regarding board policies, please visit the Rio Rancho Public Schools web site at <http://www.rrps.net>. Board Policies can be directly accessed at <http://www.rrps.net/Board/PNP/pnp.html>.

New Mexico Public Education Department regulations and laws may be referred to at <http://www.ped.state.nm.us/>

### 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.

Please contact Nadine Larranaga, the S.A.F.E Site Coordinator for a possible discount. This discount only applies if the semester (9 weeks) is paid in full at the beginning of each semester. **Please note:** In order for registration forms to be complete, phone number and addresses to doctors and hospitals must be added. Please bring required 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 elementary parent-teacher conferences and testing. This encourages community participation in the election and so that the Council is 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 of 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 seven members: two school staff members, two parent members, two community members, and the principal. The policy permits the council to be reduced to four members if not enough people run for election to fill a seven-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 work force 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 [rrps.net](http://rrps.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.

## **STUDENT PLACEMENT AND CLASS CHANGE POLICY**

At the end of the previous school year, the classroom teachers create the class lists for the following school year. A placement card for each student is prepared by the teachers at that grade level. These cards are carefully sorted into the number of classes in the next grade level using the following criteria:

- Equity in classrooms with regard to gender, reading ability, special needs, and behavior issues.
- Equity in number of students
- Separating children who do not get along.
- Class programs such as inclusion, multiage, learning style, etc.
- Parent concerns/requests given to the principal in writing.

New students are placed in classes based on the number of students enrolled in each class. Individual special needs will certainly be considered. The school principal has the final approval of the class lists. In the event that you have concerns about your child's placement, please inform your child's teacher of your concerns first. You may then request a conference with the principal to determine:

- If a change in placement is what is best for the student
- If space is available in another classroom
- If the receiving teacher is appropriate for the student
- If the Student Assistance Team (SAT) needs to help with strategies

## **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 to provide a safe and orderly learning environment. In cooperation with the community, the schools shall endeavor to educate students and staff, concerning substance use and/or abuse as well as support alternatives for helping students and their families, including prevention and intervention strategies.

In accordance with the New Mexico Board of Education Regulation 81-3, the Rio Rancho Public Schools supports a policy which prohibits students from using, possessing or distributing of 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.

## 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 voice mail 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**. This is for the safety of your children. We have special visitor badges for a parent who is at the school to visit temporarily that one day. By wearing a visitor's badge, staff and students know you have been cleared for school visitation. Also, you will be asked to leave your keys or driver's license, in exchange for a visitor's badge, to ensure you sign out. **Visits to the classrooms, including before the start of the school day, should be scheduled with the teacher in advance** whenever possible 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. The following steps must be completed before a parent may receive a volunteer badge:

1. Review the Volunteer Handbook on the [rrps.net](http://rrps.net) website and take the volunteer online training.
2. Complete the application and interview questions.
3. Have the school principal sign the completed application form.
4. Call the RRPS District Office (896-0667, x186) to set up an appointment to complete the process. You will need to bring the completed application to the RRPS District Office, 500 Laser Rd, Rio Rancho, NM. Other requirements include: providing a driver's license or picture ID (w/birth date) for background check; completion of additional paperwork at the District Office; pay \$10.00 cash for processing fee; get your picture taken for the volunteer ID badge.
5. The ID badge and clearance to start will be sent to the school site following the background clearance (clearance is good for two school years)
6. Lost badges will be replaced for a \$10.00 fee.

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.

## **Rio Rancho Public Schools**

### **Elementary Discipline Matrix**

Progressive Discipline (P.D.)

When it is necessary to impose discipline, school administrators and teachers will follow a progressive discipline process. The degree of discipline to be imposed by school officials will be in proportion to the severity of the behavior of a particular student and will take into account the student's discipline history, the age of the student and other relevant factors.

The following elementary school code of conduct has been adopted to protect and foster respect for the rights of RRPS elementary students and staff. Infractions of this Code of Conduct are grouped into three levels based on the severity of the infraction, and each violation of the code may have from one to three levels of consequences. Additional violations of 4 or more will be addressed according to the guidelines set below in the Additional Consequences after Level I and Level II matrix area.

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

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

<b>Level I</b>			
<b>Behavior</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
<b>Behavioral disruption (Profanity, rudeness, acting disrespectfully, dishonesty, name calling, etc.)</b>	1 Recess Detention or Responsibility Room	2 Recess Detentions Parent Notification	Parent Notification Behavior Contract or ½ Day ISS
<b>Bus Disruptions</b>	Refer to Transportation Handbook		
<b>Dress Code Violation</b>	Parent Contact and Warning Options: · Change into other clothing may have · Clothing provided by school · 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
<b>Public Display of Affection (PDA)</b>	1 Recess Detention	2 Recess Detentions Parent Notification	½ Day ISS Parent Notification
<b>Unexcused Tardy</b>	Written Warning	Parent Notification	1 Recess Detention Per Unexcused Tardy

<b>Level II</b>			
<b>Behavior</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
<b>Electronic Devices</b>	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 end of the school year
<b>Failure to Report</b>	1 Day Recess Detention Parent Notification	2 Days Recess Detention Parent Notification	1 Day ISS Parent Notification /S.R.O.
<b>Cheating or plagiarism</b>	Redo Assignment Parent Notification	Loss of Assignment Credit 1 Recess Detention Parent Notification Behavior Contract	Loss of Assignment Credit ½ Day ISS Parent Notification
<b>Ditching</b>	Behavior Contract 1-5 Days Recess Detention Parent Notification	½ Day ISS Parent Notification RRPD may be contacted	1 Day ISS Parent Notification RRPD may be contacted
<b>Inappropriate Touch</b>	1 Day Recess Detention Parent Notification, counseling RRPD may be contacted	2 days recess detention, counseling Parent Notification Behavior Contract RRPD may be contacted	1 Day OSS Parent Notification Review Behavior Contract RRPD may be contacted
<b>Rough Housing</b>	1 Recess Detention	2 Recess Detentions Parent Notification Behavior Contract	1 Day ISS Parent Notification Review Behavior Contract
<b>Verbal Aggression/Provoking</b>	1 Day Recess Detention Parent Notification	2 Days Recess Detention Parent Notification	1 Day ISS Parent Notification /S.R.O.
<b>Inappropriate possession or use of technology (unauthorized access to software, telephones, accounts or files)</b>	Loss of computer privileges for nine-weeks Parent Notification	Loss of computer privileges for 1 semester Parent Notification	Loss of computer privileges for entire school year Parent Notification
<b>Insubordination, defiance of authority or showing disrespect</b>	2-4 Days Recess Detention Parent Notification Behavior Contract	½ Day ISS, counseling, Parent Notification	1 Day ISS Parent Notification
	1 Day ISS or 1 Day OSS	1-3 Day(s) OSS	3-5 Days OSS

<b>Physical or Aggressive contact towards student</b>	Parent Notification, counseling, Behavior Contract	Parent Notification	Parent Notification
<b>Physical or Aggressive contact towards staff member</b>	1 Day ISS or 1 Day OSS Parent Notification, counseling, Behavior Contract	1-3 Day(s) OSS Parent Notification	3-5 Days OSS Parent Notification
<b>Minor Theft</b>	1 Day Recess Detention Restitution of Stolen Item Parent Notification Behavior Contract	1 Day ISS Restitution of Stolen Item Parent Notification	1-3 Days OSS Restitution of Stolen Item Parent Notification
<b>Misuse of or falsifying any official document or communication (including but not limited to: pass, ID, progress report, call to excuse absence, parent signature, etc.)</b>	1 -2 Days Recess Detention, possible loss of grade or credit, Parent Notification	2 -4 Days Recess Detention, possible loss of grade or credit, Parent Notification Behavior contract	1 Day ISS Parent Notification RRPD may be contacted
<b>Possession of inappropriate materials (toys, electronics, explicit materials)</b>	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 end of the school year
<b>Possession/use of tobacco, rolling papers or incendiary paraphernalia at school or school sponsored event.</b>	½ Day ISS Parent Notification, counseling, Behavior Contract	1 Day ISS Parent Notification, counseling, RRPD may be contacted	1 Day OSS Parent Notification RRPD will be contacted

#### Additional Consequences after Level I and Level II

<b>Behavior</b>	<b>4th Offense</b>	<b>5th Offense</b>	<b>6th Offense</b>
<b>Failure to comply with disciplinary consequences</b>	Twice the previous consequences Parent Notification Behavior Contract or Review	1 -3 Days ISS or OSS Parent Notification Behavior Contract or Review	3-5 Days ISS or OSS Parent Notification Behavior Contract or Review

#### Level III – RRPD referral may be filed on all Level III

<b>Behavior</b>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>
<b>Arson</b>	10 Days OSS pending hearing Parent Notification		
<b>Assault/Battery of a staff member or student</b>	6-8 Days OSS Parent Notification Behavior Contract	10 Days OSS pending hearing Parent Notification	
<b>Communicating intent to harm a staff or student</b>	1-3 Days OSS Parent Notification Behavior Contract	5 days OSS Parent Notification Behavior contract	10 Days OSS pending hearing Parent Notification
<b>Bomb Threats/False Alarms/Explosives</b>	10 Days OSS Pending hearing Parent Notification		
<b>Disrupting a school activity (field trip, event, game, etc.)</b>	Loss of next school activity Parent Notification	Loss of next two school activities 1 Day ISS Parent Notification	Loss of school activities for the remainder of the school year 1 Day OSS Parent Notification
<b>Gang Related Activity</b>	1 Day ISS Parent Notification	3 Days OSS Parent Notification Behavior Contract	10 Days OSS pending hearing Parent Notification
<b>Habitually Disruptive</b>	6-9 Days OSS Parent Notification	10 Days OSS Pending hearing Parent Notification	
<b>Harassment/Bullying (Physical, racial, verbal, electronic, intimidation toward another student, bullying, etc.)</b>	1/2-2 Days ISS Parent Notification, counseling	1-3 Days OSS Parent Notification	3-5 Days OSS Parent Notification
<b>Making a false 911 call</b>	1-3 Days ISS		

	Parent Notification	4-10 Days OSS Possible Hearing Parent Notification	
<b>Personal substance abuse (solicitation, possession, consumption, or being under the influence of alcohol, drugs, look-a-likes, e-cigarettes or other controlled substances including OTC drugs and prescription drugs and/or possession of paraphernalia)</b>	5 Days OSS Parent Notification, counseling, Behavior Contract	10 Days OSS pending hearing Parent Notification	
<b>Selling or distributing alcohol, drugs, look-a-likes, or other controlled substances including OTC drugs and prescription drugs</b>	4-10 Days OSS pending hearing Parent Notification		
<b>Sexual Harassment</b>	½ - 2 Days ISS, counseling Parent Notification	3-5 Days OSS Parent Notification	5-10 Days OSS pending hearing Parent Notification
<b>Sexual Misconduct</b>	5-10 Days OSS pending hearing Parent Notification		
<b>Theft/Extortion</b>	3 Days ISS S.R.O. Contact Parent Notification Restitution Behavior Contract	2-5 Days OSS Parent Notification Restitution	10 Days OSS pending hearing Parent Notification Restitution
<b>Vandalism (involved in altering, defacing or destroying school or private property, including technology)</b>	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
<b>Possession of Weapons or Look A likes</b>	1-10 Days OSS pending hearing Parent Notification RRPD may be contacted		