



2020-2021 School Year

Martin Luther King Jr. Elementary School Parent/Guardian Handbook



RIO RANCHO
PUBLIC SCHOOLS

Igniting Student Potential



Dear Lions and MLK Families,

The staff and I are eager to welcome our students to Martin Luther King, Jr. Elementary School for what promises to be a very interesting school year full of learning, student growth, and positive relationships. We all know we will encounter some challenges this year, but are confident that we will all get through these challenges together.

Navigating this school year will definitely come as a team approach and we always look forward to working with our Lion Families to ensure our students' well-being. First and foremost, students need to feel safe and welcomed at school (virtually and in person). Our staff members are eager to see students again and are excited to welcome them back with "virtual" open arms. We will maintain our rigorous instructional practices and implement the curriculum that meets our students academic and social emotional needs. This will occur virtually and when students are on campus. Our staff members will continue to be reflective practitioners who continuously evaluate best practices and student achievement to make informed decisions for lesson creation and delivery.

We have welcomed many new staff members to MLK. They come to us with expertise, knowledge, and positive mindsets that will continue to benefit our school. Consistency, Culture, and Communication are vital for our successful school program. As we partner with you, know we are in this together for the benefit of our students. We are very excited to reflect on the successes of this school year in the spring of 2021.

Thank you for sharing your child(ren) with us.

Sincerest gratitude,

Jessica Kettler, Principal
Noelle Caceres, Assistant Principal



Igniting Student Potential

Vision:

Find and develop the potential in every student.

Mission:

Rio Rancho Public Schools is dedicated to graduating students who are responsible, ethical, and productive citizens, equipped with a solid foundation for individual success.

Goals:

- Ensure each and every student has access to a guaranteed, rigorous, and engaging curriculum, allowing them to demonstrate 21st Century Learning Skills, College & Career Readiness and Technology.
- Ensure access and use of technology embedded in curriculum, instruction, and assessment preparing students for college and career.
- Hire, develop and retain highly effective and enthusiastic employees who are valued and supported through a common culture of teamwork and collaboration focusing on continuous learning and honoring our collective commitments.
- Establish strong partnerships throughout the Rio Rancho community which support educational opportunities for students.



Table of Contents

Enrollment & Registration..... 6

School Calendar..... 6

Attendance, Absences and Tardiness..... 8

Abbreviated School Days and Early Dismissal..... 10

Bell Schedule..... 11

Recess and the Weather..... 11

Transportation..... 13

Drop-off and Pick-up Instructions..... 15

Before and After School Supervision..... 18

Parent/Guardian Communication..... 18

Parent/Guardian Concerns and Conferences..... 18

Parent Involvement..... 19

Student Messages and Phone Use..... 17

Student Records..... 22

Student Rights..... 24

Personal Items and Lost & Found.....	28
Food Services.....	
.....	30
Health Services.....	
.....	30
Instructional Materials & Technology.....	34
School Safety.....	
.....	37
Dress Code.....	
.....	39
Discipline Matters & Discipline Matrix.....	42



- Enrollment
- Registration
- School Calendar



RIO RANCHO
PUBLIC SCHOOLS

Igniting Student Potential



Enrollment and Registration

Enrollment

All students must be enrolled each year through the district's online registration process. In addition, addresses must be verified each year.

Registration

Registration for new or existing students may be completed online at the Rio Rancho Public Schools website at www.rrps.net

For a list of documents needed for registration, visit the district website. The most commonly needed documents include:

<https://www.rrps.net/cms/one.aspx?portalId=131387&pageId=348599>

RRPS 2020-2021 School Year Calendar

https://www.rrps.net/UserFiles/Servers/Server_131303/File/District/Calendars/2020-21%20calendars/2021%20Instructional%20Calendar%20071320.pdf



- Attendance
- Abbreviated School Days
- Bell Schedule
- Recess

Attendance, Absences and Tardiness

Regular, uninterrupted instruction, classroom participation, and interaction with classmates are important to the educational process. For that reason and others, state law requires that all children of appropriate age and condition attend school regularly.

New Mexico's Children's Code provides that a child who has more than 10 unexcused absences is a child in need of supervision by the youth authorities. State law requires schools to report violations of the compulsory school attendance laws to the juvenile probation office. Violations of the compulsory school attendance laws can subject parents to fines. Maintaining regular school attendance by all students is the joint responsibility of parents and educators. In keeping with that obligation, Rio Rancho Public Schools has the following rules for school attendance:

1. The above code is set forth as a basic policy. Each school, through its governing council, may develop its own attendance policies that are more specific.
 2. Parents or legal guardians must telephone the school each day their child will be absent and state the reason for the absence. If a student is absent and parents have not contacted the school, schools will make a reasonable attempt to contact parents before the end of the day.
 3. Upon the first day a student returns to school from any absence, if parents have not called to report the student absent: the student must present a signed, dated note from his or her parent or legal guardian stating the reason for the absence.
 4. An unexcused absence is an absence for which no appropriate excuse is provided by the student's parent or legal guardian. Absences may be excused for the following reasons:
 - Doctor's Appointment
 - Illness
 - Death in the Family
 - Family Emergency
 - Religious Commitment
 - Diagnostic Testing
 - School Sponsored Activity
 - Extenuating Circumstances, as agreed to by the school administration
1. If an absence is an excused absence, a student shall be given a reasonable time by his or her teacher within which to make up the work the student missed during the absence. A student with an unexcused absence is required to make up the work missed, however; a penalty of up to one letter grade will be assessed.
1. All students are expected to make up work that is missed due to excused or unexcused absences. Failure to make up missed class work and assignments will affect the student's reportable grades and may result in no earned credit for the semester.

1. A student may receive detention or in-school suspension (or other discipline), for any unexcused absence.
1. If a student is absent for three (3) consecutive school days during which time his or her parent or legal guardian has not contacted the school and given an appropriate reason for the absence, as required by paragraph (1), the principal or his or her designee, shall by the end of the school day, of the first day following the three-day period, contact the parents or legal guardian by telephone or in person to give notice of the student's absence and to learn the reason for the absence.
1. If a student accumulates three (3) unexcused absences during a semester, the school principal, or his or her designee, may notify the parents or legal guardian in writing, by certified mail or personal service. The parent or legal guardian of the student, must contact the school regarding the student's absence. Appropriate consequences will be assigned for unexcused absences.
1. If a student accrues any additional unexcused absences, not to exceed a total of ten (10) days, five (5) days at the high school, due to the 4X4 block schedule, following the letter and/or meeting specified in paragraph (8), the student may be reported to the probation services office of the judicial district in which the student resides for an investigation of whether the student should be considered a neglected child or a child in need of supervision, and thus subject to the provisions of the Children's Code. Students will not be graded specifically on attendance; however, a student's ability to earn grades and credit is affected by attendance, i.e., class participation, teamwork, lab activities, performance-based classes like music, etc. Willful violations of the Compulsory Attendance Law following the report required by this paragraph may be grounds for student disciplinary action.
1. Student's with excessive excused absences ten (10) days at the middle and elementary schools and five (5) days at the high school, due to block schedule) must within two (2) days of returning to school bring supportive documentation, doctor's note, etc. for each absence. Extended absences due to medical reasons should be reported to the school health office. Failure to comply will be considered unexcused absences subject to the provisions in paragraph (9).

Make-up Work for Absences

Students are expected to complete work that is assigned when they are absent. Students will be given a reasonable amount of time to complete or make up missed assignments and tests.

Early Pick-up

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

Safe Arrival

If your child will be absent, please call the school's designated attendance line no later than 15 minutes after the start of school on the day of the absence, and leave the following information:

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

A *Safe Arrival* telephone call will be made to check on any child who does not have a notification on the attendance line 15 minutes after the start of school.



Tardiness

The beginning of the day is when the routine, schedule, and tone is being set for the day. If your child comes in late, he or she will miss this information and the class will be disrupted. In the event a late arrival cannot be avoided, a **parent** must bring the child(ren) to the office and sign in so they may receive a tardy slip. **Do not drop children off and let them walk in unsupervised.** The safety of all children is very important to us. The school will contact parents if tardiness becomes excessive (over 3) so we can develop a plan to get your child to school on time. Failure to follow this plan will result in further action.

Abbreviated School Days and Early Dismissal

Rio Rancho Public Schools will operate on an abbreviated schedule in cases of emergency (often caused by extreme weather) when the safety of the students is in jeopardy. When this occurs, the district phone messaging system will call the phone number listed in your child's *PowerSchool* record. Please make sure your correct phone numbers are updated with our front office at all times, and that you indicate your preferred contact number.

Under the abbreviated schedule school will begin two hours late and end at the regularly scheduled time. All before school programs, including SAFE, will be cancelled for the morning of an abbreviated day.

Typically, an abbreviated day schedule or cancellation will be announced on local radio and TV stations by 6:30 a.m. Please refer to the following in case of inclement weather:

- **SSPS:** Morning session is cancelled. Afternoon session starts at 12:30 pm.
- **CAE, EHE, ESE, JHE, MCE, MLKE, RRE, SVE, VGE:** 11:00 am - 4:00 pm (even if it is a Wednesday)
- **PDSE, CDNE:** 9:30 am - 1:55 pm

Please do not call your child's school or the district office for inclement weather schedules. To get information about **RIO RANCHO PUBLIC SCHOOLS** schedules during inclement refer to these news media outlets, the district's official social media pages or the district's website:

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

Please Note: SAFE before school care will not be available in the event of a delayed opening. If school is closed early due to weather or other safety concerns, SAFE will be closed in the afternoon.

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



Bus students will go home on the bus and the walkers will walk home. Be sure that someone is there for your child to let him or her in out of the cold. As a family, **plan** where your child is to go, and which neighbors or other family members will take care of your child in those circumstances. Please let the school know of your alternative plans in writing.

Bell Schedule

Daily Schedule

8:45 a.m.	Staff on duty for supervision of students
8:45am	Soft Start
9:00 a.m.	Classes begin
12:45 p.m.	Wednesday Dismissal
4:00 p.m.	Monday/Tuesday/Thursday/Friday Dismissal

Recess and the Weather

All elementary children go outside to play and are expected to follow playground rules and stay in designated areas. Help your child enjoy outdoor breaks by dressing them appropriately for the various types of New Mexico weather and conditions.

It is imperative that students have a warm coat to wear in the winter, as recess periods can last up to 30 minutes. Please label clothing, especially coats in the wintertime, in the event the items are found on the playground.



- Transportation
- Pick-up & Drop-off
- Before School Supervision
- After School Supervision



RIO RANCHO
PUBLIC SCHOOLS

Igniting Student Potential

Transportation To/From School

Bus Transportation

A student whose registered address is one mile or more one-way from his/her assigned school will be eligible for school bus transportation. Except as required by law, student bus transportation in New Mexico is considered a privilege.

Students are expected to abide by the rules established by the RRPS Department of Student Transportation, which are primarily in place to ensure the safety of all students.

The safety of our students is of utmost importance to parents, schools, and our drivers and attendants.

Drivers and attendants receive intensive training to ensure that they are well-prepared to take on the great responsibility to safely transport our students to and from school each day.

Parents also have a responsibility to work with their children to understand the rules of bus ridership.

We are committed to providing the highest quality transportation service, and appreciate the partnership with parents/guardians to ensure that our students are safe when riding the school bus.

For more information, please refer to the RRPS Department of Transportation Student Parent Handbook.

If your child is **NOT** going to ride the bus or will not be dropped off at school by a parent or guardian, to ensure the safety of each student, please instruct your child in the following:

Bus Loading Zones

The bus loading and unloading zone must, according to New Mexico State Law, be restricted to school buses and passengers only. Parents may not drop off or pick up students in the bus loading zones.

Walking To and From School

- Please have students leave early enough to arrive at school, without rushing, five to ten minutes before the tardy bell rings.
- Walk on the sidewalks at all times. If there is not a sidewalk, use the left side, facing oncoming traffic.
- Never run between parked cars.
- Look in all directions before crossing the street and always yield to oncoming traffic.
- Use marked crosswalks and follow the directions of the crossing guards at designated crosswalks.

Riding Bicycles To and From School

If an elementary student lives within one mile of school and has parental permission to ride a bike to and from school, the rules listed below should be followed:

- New Mexico State Law requires all children under the age of 18 to wear a bicycle helmet when riding a bike, skateboard, scooter or skates.
- STOP completely at Stop Signs and Yellow/Red Lights.
- Look left, look right, look left again at all intersections.
- Start early enough so as to arrive, without rushing, five to ten minutes before the tardy bell rings.
- Always ride in a safe and orderly manner.
- Ride one person to a bike.
- Ride with the traffic on the right side both to and from school.
- Ride single file only.



- Always signal your intention to stop or turn.
- Use only designated crosswalks to cross the street.
- Walk your bike across the street, looking both ways for traffic.
- Follow directions of crossing guards.
- Never ride between parked cars.

Bicycles are to be parked in the bicycle compound or the specifically designated location. It is recommended that all students lock their bicycles. The bicycle compound may not be locked at all times during the school day. The school is not responsible for stolen or damaged bicycles. Students who ride bikes to school shall follow the rules listed below:

- On the way to school, bikes may be ridden to the school's driveway and then must be walked from the entrance of the driveway to the bike compound.
- Bike riding is not allowed anywhere on campus at any time! That includes across athletic fields, parking lots, across the playground, in front of the office building, between the classroom buildings, etc.
- Bike riders are responsible for locking and securing their own bikes. Bicycles should never be left in the compound overnight.
- The school is not responsible for the protection of students' bikes.
- Bicycles may not be taken out of the bicycle compound during the day.
- After school, bikes are to be walked from the bike compound to the entrance of the driveway. Once the bike is on the street, it may then be ridden. After school, the bike rider is to immediately leave campus. There is to be no loitering, riding back and forth in front of the campus, etc.

Skateboards, Scooters, and In-Line Skates

New Mexico State Law requires all children under the age of 18 to wear a bicycle helmet when riding a bike, skateboard, scooter or skates.

Skateboards, non-motorized scooters, roller skates, and in-line skates are not allowed on buses and may not be ridden on school campuses at any time.

Some schools may allow them to be ridden as a means of transportation to and from school. A contract explaining regulations and safety may be required to be signed by the student and parent. The school is not responsible for the loss, damage or theft of these items.

Talking to Strangers

- Immediately report any problems with strangers. Tell parents/ guardians, school staff, or another well-known adult. If no familiar adult is nearby, call the police.
- Do not stop to talk with strangers.
- Do not get into an automobile with a stranger.
- Do not accept gifts, food, or anything else from a stranger.
- Do not follow a stranger anywhere, no matter what he/she says or what sort of treat is promised.



Before and After School

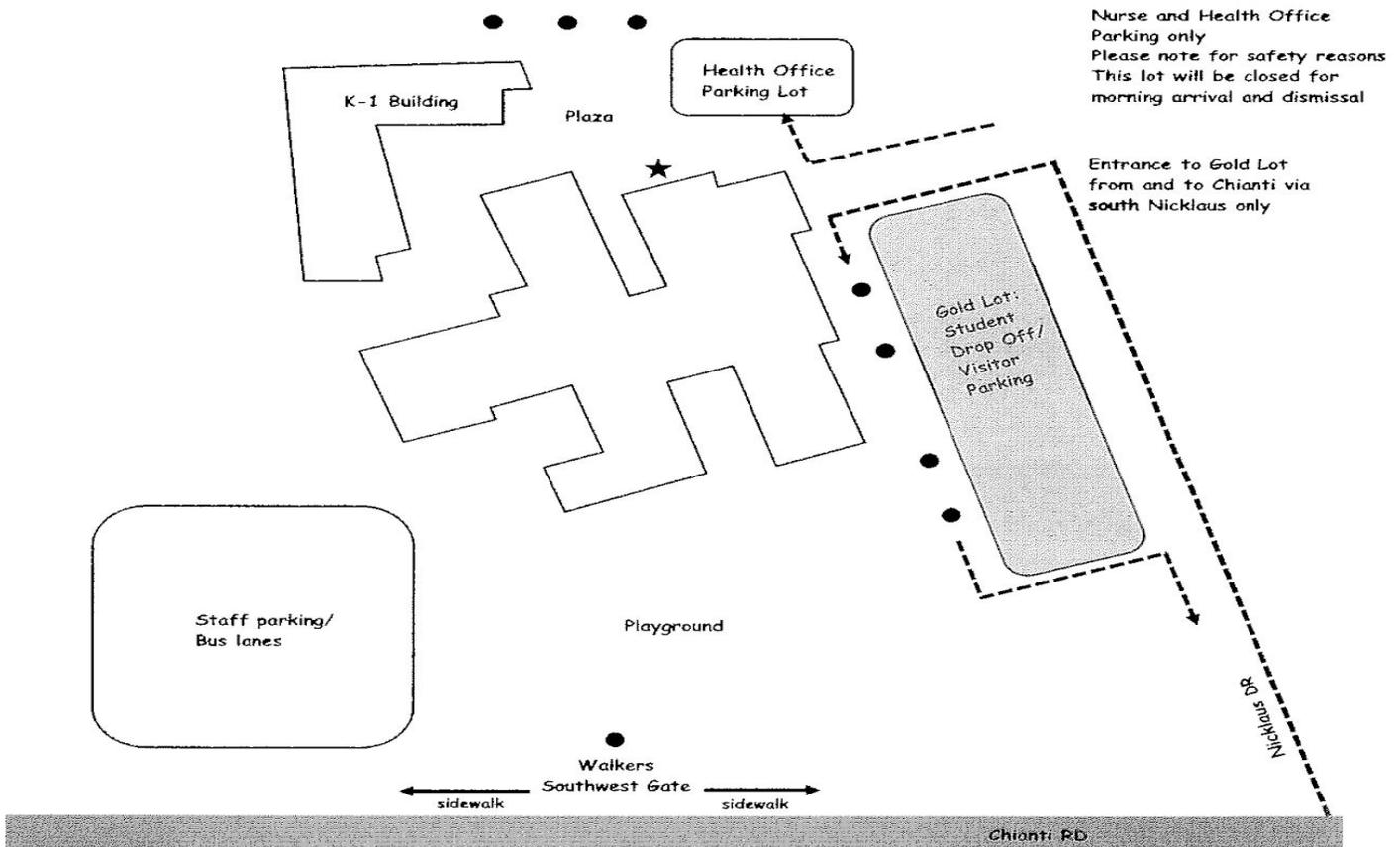
Supervision of Students Before and After School

Supervision of students Monday through Friday (except for holidays) begins 15 minutes before the starting bell until 15 minutes after the dismissal bell. **Staff members are not monitoring students prior to or after that time with the exception of school sponsored activities.* If your child is consistently arriving early, walking to school early, or is constantly picked up late, you will receive notice from the principal. *Allowing your child to be unsupervised before and after school hours is dangerous and constitutes neglect and may be reported to the Children Youth & Families Department.*

Before and After School Program (SAFE)

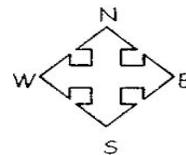
The *Students Achieving for Excellence (SAFE)* program is a before-and-after-school program at each elementary school. Each school offers distinct and high-quality *SAFE* Programs that engage students in age-appropriate enrichment activities, as well as with quality toys, board games, and cooperative learning games. *SAFE* utilizes a variety of learning spaces and partners with several local musicians, museums and nonprofits. For information on the *SAFE* program, please visit the RRPS website or the Student Services Department at (505) 896-0667.

MLK DROP OFF AND PICK UP ZONE MAP



Legend:

- > Vehicle flow
- Student drop-off point
- > Student walker route
- ★ Main school entrance





- Cell Phones
- Parent/Guardian Communication
- Parent Involvement



RIO RANCHO
PUBLIC SCHOOLS

Igniting Student Potential



Student Phone and Messages

Each school and/or grade level has time designated for uninterrupted instruction. The school protects instructional time by ensuring classes are not interrupted with announcements or messages from home. When you have messages, materials, lunch money or lunches, etc. Please take them to the school office. In an emergency situation, parents/guardians should avoid calling school to speak to their child. School telephones are not intended for student use. In emergency situations, students may ask a staff member for access to a telephone.

Cell Phones

Students may possess cell phones on all RRPS school sites, including athletic fields, school buses, at school-sponsored activities and while the student is under the supervision and control of school district employees. Unless prohibited by a school's principal or designee, use of cell phones in the possession of a student is limited to the time before the school day begins, and after the school day ends. Cell phones shall be stored in a student's backpack or purse powered off during the school day. With prior written approval from the principal or his/her designee, a student may use a cell phone during the school day to contact a family member in the case of the student's or family member's special medical circumstances or if a student is using the device for an educational or instructional purpose with the teacher's permission and supervision.

Cell phones may be permitted on school buses, as authorized by the driver, unless use of the phone causes a disruption on the school bus. Students shall not use cell phones on district property or at a school-sponsored activity to access and/or view internet websites that are otherwise blocked to students at school on school-owned computers or electronic devices. Blocked sites include, but are not limited to networking sites and YouTube.

Student use of a cell phone in violation of this policy or in an unauthorized manner which disrupts the school day or school-sponsored activity may result in disciplinary action and/or confiscation of the phone. When a phone is confiscated, it shall only be released and/or returned to the student's parent/legal guardian in accordance with procedures promulgated by the Superintendent or designee. It is the student's parent/legal guardian's responsibility to retrieve the device according to school procedures.

A student who possesses a cell phone shall be solely responsible for its care. Rio Rancho Public Schools shall not be responsible for the theft, loss or damage to cell phones brought to school by a student.

Parent Concerns

Due to the Covid-19 Pandemic all class placements are subject to change due to enrollment numbers as well as current health orders by the New Mexico Health Department. We appreciate your flexibility during this time.

Parents and guardians enjoy great relationships with their student's teachers, principals, and other professionals at school. But sometimes questions or concerns arise. When this happens, what should you do? Here's a simple guide to Rio Rancho Public Schools' complaint resolution process.

1. Communicate Respectfully. Yelling, name-calling, and cursing doesn't accomplish anything. Actively listen (all parties will be heard!), calmly discuss your concerns, speak one at a time, and work together

to seek a mutually-beneficial resolution. Remember that everyone has the same goal: your student's best interests and those of all the students in your school.

2. Start at the lowest level. If you have a concern, first try to resolve it by discussing the situation with your student's teacher, counselor, SEIL, nurse, or other professional. Disputes and misunderstandings are often best resolved in person. Often, misunderstandings can be cleared up or issues addressed through a courteous conversation at the school level.



3. If the issue isn't resolved, talk to a school administrator. Some concerns can't be resolved with school staff, and in this case you should schedule a meeting or phone call to discuss the situation with your school's assistant principal or principal.
4. Last stop: District Office. If after discussing the situation with the principal you still feel there has not been a satisfactory resolution, you may refer the complaint to the district level. You will be asked to fill out a Parent Concern Form outlining your concerns, and a district staff member will review the information and make contact with you.

Please remember to always model appropriate behavior. Young people learn how to handle real-life situations from the behavior exhibited by the adults around them. This process provides a framework parents can use to teach their children courteous, respectful, and effective ways to resolve conflicts.

Parent/Teacher Conferences

Rio Rancho Public Schools value communication with parents/guardians. You are encouraged to work with your child's teachers in finding the best way to meet your child's individual learning needs. Parents/guardians and teachers are partners in the education of the whole child. Parents may request conferences with individual teachers or with the entire team at any time throughout the school year. In addition, opportunities for evening conferences are scheduled twice during the school year.

Class Change Requests

To provide educational continuity, schedule/teacher assignment changes are made in rare circumstances. Great care is exerted in keeping classroom enrollment balanced as well as finding the optimal classroom placement for each child. Individual teacher requests will not be granted, however, parents may give input about the type of learning environment in which they believe their child will be successful. Students are given a minimum of two weeks to adapt to a new classroom environment before any changes in placement will be considered. After two weeks if placement concerns are still present, the following steps will be initiated.

1. The parent/guardian meets with the classroom teacher to identify concerns, to establish open communication, and to develop a plan to solve or minimize any concerns. The plan must be implemented for a minimum of two weeks before proceeding to step two.
2. After the plan has been implemented for two weeks and all cooperative efforts are exhausted, if the parent/guardian continues to have concerns, the parent/guardian must notify the principal via email or written letter about those concerns. The principal will arrange a formal conference with the parent/guardian and teacher to discuss the previous plan and its outcomes, as well as the continuing

concerns. A placement decision will be made at this meeting or shortly after and a record of the conference kept on file in the office.

3. If a change in placement occurs, the principal will place the student according to placement criteria, which includes but is not limited to Size of current class lists, ELD requirements, special education requirements and other criteria for maintaining balanced classrooms.



Parent Involvement

The Rio Rancho Public School District recognizes the essential role that meaningful parent involvement plays in establishing effective learning environments. Meaningful parental involvement is defined as:

- Parent participation that supports the instructional program,
- Parent participation in the school-related decision-making, and
- Parent participation that supports school/District-related activities.

Volunteers

Please note: Due to the Covid-19 Pandemic our campus will be closed to all visitors and volunteers while the New Mexico Health Order is in place.

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

Volunteer Clearance and Sign-In

All volunteers are required to be cleared through the district office according to the criteria of NMAC 6.50.18. Volunteers who are chaperoning must also follow RRPS chaperone guidelines found in the **Appendix**. Volunteer requirements are instituted for child safety. Thank you for your support and putting students first.

New Mexico State Law requires all school volunteers to complete the same FBI background check required for all employees and contractors. Volunteers who have cleared the background check and received an approval email may be utilized at any RRPS school at the discretion of the principal. Each principal has the discretion to refuse a volunteer's participation if he/she believes that participation would be detrimental to the learning environment. There is no appeal process if a volunteer is denied permission although he/she may be able to volunteer at another RRPS school at the principal's discretion.

First time approved volunteers will sign in with front office staff with a driver's license and thereafter may use the volunteer kiosk; a volunteer ID sticker will be printed for daily use. The ID sticker must be worn while on campus and will be turned in at the end of the visit when you sign out.

The background screening is \$44.00 and will be valid for 2 years from the date of the approval, pending no new offense appears on the monthly RAP back report. No person will be allowed to volunteer or chaperone a

trip without having a current approval in place. Please plan ahead, the approval process may take 2-3 weeks and can't be completed the day of the event or fieldtrip.

Field Trips

Please note: Due to the Covid-19 Pandemic all field trips are cancelled while the New Mexico Health Order is in place.

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 www.rrps.net, under PARENT tab). 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.



- Student Records
- Student Rights



RIO RANCHO
PUBLIC SCHOOLS

Igniting Student Potential

Student Records (FERPA)

NOTIFICATION OF RIGHTS FOR RRPS ELEMENTARY AND SECONDARY SCHOOLS: 2020-2021 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 to 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 our 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 2020-2021 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.

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

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

Custody Issues

Parent/guardian shall be given reasonable access to their children at their school and to their children's official school records. Exceptions to this will be made in cases where there are court orders restricting the rights of one parent to access a child and/or the child's official school records. It shall be the responsibility of the parent/guardian who has a court order restricting the rights of the other parent/guardian to notify school officials of the conditions of the court order, and to provide school officials with a copy. RRPS will remain



neutral in custody cases and will rely on parental agreement or court documents in honoring parental requests. RRPS will do their best to abide by parenting plans provided to them but are not responsible to enforce specific pick-up days.

In those circumstances where a person other than the parent has been granted legal guardianship, the legal guardian is responsible for notifying the school officials of the conditions of guardianship and for providing the school officials all pertinent written documentation or changes.

Student Rights

Protection Of Pupil Rights (“PPRA”) Notice

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, 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 student's parent; 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;A
 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 collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)
- *Inspect*, upon request and before administration or use –

1. Protected information surveys of students and surveys created by a third party;
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 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 in 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. 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 direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- 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, SW
Washington, D.C. 20202

Section 504

Under the provisions of Section 504, Rehabilitation Act of 1973, public schools must make sure that all students, regardless of disability, have equivalent opportunities to participate in a free appropriate public education (FAPE). **This provision applies** to qualifying disabled students whose disabilities are not so severe as to create IDEA eligibility. RRPS's Section 504 Compliance Officer is responsible for overseeing compliance with the provisions of Section 504 and for investigating complaints. For further information, contact Theresa Griffin- Golden, 504 Compliance Officer, at the Rio Rancho Public Schools District Office, 500 Laser Rd. NE, Rio Rancho, NM 87124, (505) 896-0667.

Title IX

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



- Personal Items

Personal Possessions and Lost and Found

Personal Possessions

If your child does bring an item to school and loses it, he/she may check in the Lost and Found. The school is not responsible for lost or stolen items. Please remind your child to leave personal items/toys/electrical equipment at home. They can disrupt the learning environment and create safety problems. Also, there is a risk of items being broken, lost or stolen. Phones and Smartwatches are to be left in student's backpacks in the off position.

Lost and Found

Please note that during the Covid-19 Pandemic we may need to hold lost and found items for sanitation

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 area has been established at each school site 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 various times 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.



- Food Services
- Health Services



**RIO RANCHO
PUBLIC SCHOOLS**

Igniting Student Potential

Food Services

Cafeteria/Lunch

The cafeteria provides well-balanced meals for a reasonable cost. The contractor working with Rio Rancho Public Schools is *Sodexo*. You may access the lunch menu online at www.rmps.net. Click on the student/parent resources tab to find the menu.

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, made out to Rio Rancho Public Schools or pay at *MealTime* online (www.mymealtime.com). Prices are as follows:

- Breakfast is \$1.35 (reduced price is \$0.30)
- Lunch is \$2.65 (reduced price is \$0.40, adult lunch is \$4.00)
- Additional entrée is \$1.75
- Additional milk is \$0.60

In order for your student to become eligible for free or reduced lunch, a form must be completed and approved by the cafeteria manager. Please complete the form and return to the front office. All information will remain confidential. The number of children that participate in the free and reduced lunch program 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 do qualify, it still supports the school's opportunity for funding.

Health Services

Your school's Health Office staff works to help keep students healthy and in school. RRPS Health Offices are staffed by Nurses and Health Assistants, who manage students' illnesses and accidents that occur at school. Nurses and Health Assistants administer medication, keep health records and perform vision and hearing screenings.

RRPS District Nurses provide consultation, mentoring and training for Health Assistants and school staff. District Nurses are responsible for developing Health Care Plans for students with health needs and communicating with parents and health care providers regarding school health issues.

In order to protect students from the possible spread of disease, please keep your child home if the following symptoms are present: fever, vomiting, diarrhea, red or inflamed eyes, drainage, skin rash with fever. Please do not send your child to school when he/she is ill. Any student with a temperature of 101° F or higher may return to school when they are fever-free for 24 hours without fever-reducing medication. The Health Office staff may send your child home regardless of temperature if they develop symptoms of illness at school that prevent them from participating comfortably in school activities.

Please make arrangements to have either a parent/guardian or another authorized adult available at all times to pick up a child who is ill or injured. If both parents/legal guardians are unavailable, the school will begin calling the adults listed by the parents on the Emergency Card.

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.



Medication

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.
3. 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 or at your child's school health office.

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.



- Instructional Materials
- Education Technology

Instructional Materials including Technology

Textbooks, Instructional Materials, and School Supplies

Instructional materials are selected on the basis of their alignment with and support of the District's curriculum. A committee consisting of teachers and other staff members evaluates and recommends instructional materials for adoption by the RRPS Board of Education. Instructional materials are available for public review before they are adopted.

Students are responsible for each book checked out to them. If a book is lost, stolen, or damaged, the student will be responsible for paying for the book. Students who owe money for any books or materials will not receive a report card until all of the outstanding fees or materials are returned. RRPS may charge an insufficient funds fee for returned checks, stopped payments and credit card chargebacks.

Homework

The purpose of homework is to provide additional practice on previously introduced skills or to enrich classroom experiences. Homework includes activities such as brief drills, reading, collecting information, sharing ideas with parents and guardians, and providing projects/assignments in which students must utilize their time in creative thought. An additional purpose of homework is to encourage the student to develop effective study skills, self-discipline, work ethic, and individual habits, which are integral and indispensable elements of a quality education. The student is responsible for understanding homework expectations before leaving school and for completing the assignment on time.

Parent(s) and legal guardian(s) can support the homework program by providing the student with time necessary to complete the work and by providing a quiet and well-lighted place to study.

Technology and Internet Use

RRPS provides students with a variety of technology resources, which consist of all electronic devices, software, and means of electronic communication. Technology is an essential component of the learning experience. Students access technology resources in order to access, gather, create, organize, analyze and communicate information and ideas in order to advance their learning in accordance with the goals and objectives of the District.

RRPS students are issued cloud computing and collaboration accounts, which are managed and monitored by RRPS. For the students' safety, these accounts restrict students' communication with individuals outside of the district, while allowing students to communicate, collaborate, create and share documents, presentations, and websites with staff and other RRPS students.

Chromebooks

Chromebooks are provided to students to utilize for the enrichment and enhancement of their education. At all times students are expected to maintain a level of respect for the use of the technology equipment and the internet as it is used for school work.

Before a student is allowed to utilize the devices provided in the classroom, parents and students are required to read, sign, and return the Chromebook commitment form. This is completed through the registration process. If a student breaks his/her agreement or commitment, consequences will be enforced according to the RRPS Elementary Discipline Matrix.

Internet Use

The District believes the resources available through the Internet offer significant opportunities for teaching and learning; however, the Internet must be used in a responsible manner. While the District provides protection from harmful material through the use of filtering software, the teacher and the student have the ultimate responsibility for using the Internet according to District guidelines and policy.



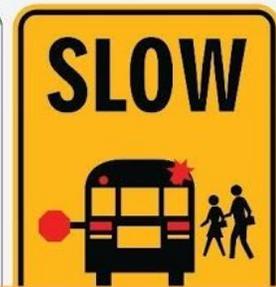
Before a student is allowed access to the Internet, parents and students are required to read, sign, and return the *Technology Use Agreement*. This is completed through the registration process.

Instructional Materials

Each parent, guardian or student is responsible for the loss, damage or destruction of instructional material while the instructional material is in the possession of the student. RRPS may withhold the grades and report cards of the student responsible for damage or loss of instructional material until the parent, guardian or student has paid for the damage or loss. When a parent, guardian or student is unable to pay for damage or loss, RRPS shall work with the parent, guardian or student to develop an alternative program in lieu of payment. Where a parent or guardian is determined to be indigent according to guidelines established by the PED the local school district shall bear the cost.

Library Books - Overdue and Damaged Book Policy

When a book is lost or damaged, parents will be asked to pay for the book. The price charged is the replacement cost for the book. If a book is damaged but still usable, we will bill parents or guardians 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.



- School Safety
- School Dress Code
- Discipline Matters



RIO RANCHO
PUBLIC SCHOOLS

Igniting Student Potential

School Safety

Weapons Policy

The Rio Rancho School Board has a weapons policy in an attempt to protect students and staff in our schools. Rio Rancho Public Schools must comply with the state's Gun Free Schools Act or risk losing funds. New Mexico requires schools to expel students for one year for carrying guns. Therefore, we are asking for help from the entire community as we continue to keep weapons and look-alike weapons out of schools. Our policy is simple: No weapons of any kind are allowed at school or at any school event.

Substance Abuse Policy

It is the position of Rio Rancho Public Schools that a caring environment is essential in preventing students from becoming involved with harmful substances. Therefore, students in RRPS 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 the youth are primarily the responsibility of the home and community, the school shares the 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 New Mexico Board of Education Regulation 81-3, RRPS supports a policy that prohibits students from using, possessing, or distributing alcohol and/or other harmful or 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.

Use of Tobacco Products

Use of tobacco products, including but not limited to, cigarettes, cigars, chewing or smokeless tobacco, pipes, electronic cigarettes, and other look-alike devices, by students is forbidden in school buildings on school property or in any vehicle used to transport students to and from schools or school related activities. For purposes of this policy a school vehicle is defined as any vehicle used to transport students to and from any school or school related function and which has school sponsored chaperones. Use of tobacco products shall be strongly discouraged in all schools through a compulsory program of instruction regarding the effects of the use of such products.

Video Surveillance

For the security of our students in RRPS, we are pleased to have several surveillance cameras on our campuses. For further information regarding video surveillance please see [district policy #800](#) on the district website: www.rrps.net.

Bullying

Hazing/Harassment/Intimidation/Bullying/Menacing are very serious behaviors and are dealt with in a serious manner. Our entire school staff is required to report bullying incidents. We provide a bully prevention program as part of our school health standards by following Positive Behavior System (PBS) School wide. Our counselor provides guidance lessons as requested. For more information, please visit RRPS Student Services or speak to an administrator at our school.

Safety Drills

Please take a moment to familiarize yourself with the following drills that will take place periodically throughout the school year. The purpose of the drills is to practice safety protocols so the students know what to do in the event of an emergency situation.



Lockout: Lockout is called when there is a threat or hazard outside of the school building. The following are some examples of when a school or emergency dispatch might call for a Lockout:

- Dangerous animal on school grounds
- Criminal activity in area
- Civil disobedience

Lockout uses the security of the physical facility to act as protection.

Lockdown: Lockdown is called when there is a threat or hazard inside of the school building. From parental custody disputes to intruders to an active shooter, Lockdown uses classroom security to protect students and staff from threat. The following are some examples of when a school or emergency dispatch might call for a Lockout:

- Dangerous animal within school building
- Intruder
- Angry or violent parent or student
- Active shooter

Evacuate: Evacuate is called when there is a need to move students from one location to another. Here are some examples when an evacuation may be necessary:

- Fire
- Gas Leak
- Bomb threat
- Post incident evacuation

Shelter: Shelter is called when the need for personal protection is necessary. Training should also include spontaneous events such as tornado, earthquake or airborne irritants. Some examples of Shelter conditions are:

- Tornadoes or Earthquakes
- External explosive devices
- External airborne irritants or Hazmat
- Flood

Secondary Evacuation Plan: Once it has been determined that entry can not be made back into the building steps will be taken to do a secondary evacuation.

1. In situations that only involve a particular school:
 - a. Students will be transported to the closest high school.
 - b. No parent pick up will be done at the elementary school.
 - c. Parents will be directed to the appropriate pick up point and will go to the command post to check out their student(s).

2. In the event that there are multiple situations in the school district going on at the same time and evacuation cannot be done to the high school(s), alternative preparations will be made for students to be picked up.
3. In the event of a secondary evacuation parents will be notified by phone (Robo-call) as to the situation and the location to pick up students.
4. Only designated pickup points will be utilized.



Releasing Students: Upon arrival to the command post parents, guardians and personnel authorized to receive students will check in with the administrator/ coordinator with the attendance/ check out sheet. A release form must be signed by any authorized person picking up a student.

The coordinator will communicate with radio or runners to the station that have those students to have them meet at the pickup zone.

Pets / Service Animals

Pets are not allowed on campus. A person with a disability may bring a service dog to school if the dog helps expand their independence. Schools must permit the certified service animal to have appropriate access to facilities along with the student. However, the school is not responsible for providing care, food, or relief areas for the service animal. When parents want a service animal to accompany a child with a disability to school, the first step under the Individuals with Disabilities Education Act is adding the service animal to the child's Individual Education Plan. A service animal has training specific to tasks necessary to mitigate the disability of their handler. This varies from the services that companion or therapy pets provide. For students with service dogs, the burden is on the parents to confirm that the animal has been adequately trained to perform specific tasks to alleviate the disability of the student.

Dress Code

In the interest of encouraging positive school spirit, a disciplined and focused educational environment, and student safety, RRPS established the following dress code and standard of decency governing student dress and while participating in school-sponsored activities. Administrators shall have the discretion to determine the appropriateness of attire and grooming, and can make exceptions for students in certain grades/subjects such as vocational courses, physical education or for medical needs. 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.

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 RRPS 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 includes but is not limited to the following.

Allowed:

- All colors including prints, solids, checks, stripes and plaids

- Shirts with or without collars
- Sleeveless shirts

Not allowed:

- 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 navel
- Dresses, shorts, skirts, and skorts, including slits, shorter than mid thigh
- Pajamas (tops or bottoms) unless is a school sanctioned function such as pajama day
- Ripped or torn clothing
- Bandanas, shower caps, or 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 (shoes with wheels inside)
- Flip-flops
- 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 worn in violation of Policy 346, Gang Activity, which states that students shall not wear any clothing, jewelry, emblem, badge, symbol, sign or other item that evidences or reflects membership in or affiliation with any gang.
- Visible cleavage, navels 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:

- Footwear that is safe and appropriate for the weather and other conditions must be worn at all times on campus and in buildings
- If a coat or jacket is worn inside the 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 skorts
- Approved school spirit wear for all RRPS schools, Scout uniforms, and JROTC uniforms are permitted
- Approved special event day dress is permitted
- Mid-school and high school student's school issued ID badges must be available or presented at request at all times and may not be defaced in any way

Consequences for Violation of the Student Dress Code:

- First offense: students who violate the dress code will be issued a dress code referral and will be required to:
 - Change into other clothing that they may have with them if it conforms to the policy or change into clothing provided by the school or be sent home
- Second and subsequent offenses: students will face disciplinary consequences as defined in the student's code of conduct and outlined in the student handbook, which may include penalties including out of school suspension.

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

- Religious freedom: families whose religious beliefs require attire that does not conform to the dress code and whose membership or affiliation with that denomination or sect can be verified
- 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
- Financial hardship: families who for a period of time meet one of the following criteria and who can document this situation: homelessness, head of family is unemployed or on disability, 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 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 or other violations to policy 346 are not subject to waiver. All students will be expected to comply with the 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.

Applications for waiver:

- Parents of students who qualify for a waiver must fill out a waiver request at the school site during the two weeks prior to the opening of school. Parents of students new to the district must apply for a waiver within two weeks of the date of the student's enrollment. During the two-week period, students must meet the district's dress code expectations.
- Parents requesting temporary waivers for health reasons must apply for a waiver at the school site prior to the student's return to school.
- Appeal of denial of waiver: The decision of the principal or school site administrator may be appealed to the Superintendent or designee whose decision shall be final. Any parent requesting review by the Superintendent must submit a request in writing to the Office of the Superintendent within three (3) working days of the principal or administrator's denial. The Superintendent shall issue a final decision within three (3) working days of receipt.

Discipline: 1029-20 Elementary Discipline Matrix

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.

Discipline Matrix Chart is on the following pages.



Elementary School Parent/Guardian Handbook: 2020-2021 School Year

Rio Rancho Public Schools Discipline Matrix

Level I			
Behavior	1 st Offense	2 nd Offense	3 rd Offense
Behavioral disruption (Profanity, rudeness, acting disrespectfully, dishonesty, name calling, etc.)	1 Recess Detention or Responsibility Room	2 Recess Detentions Parent Notification	Parent Notification Behavior Contract or ½ Day ISS
Bus Disruptions	Refer to Transportation Handbook		
Dress Code Violation	Parent Contact and Warning Options: •Change into other clothing may have •Clothing provided by school •Be sent home	Parent Contact and Warning Change into acceptable clothing, same as 1st offense	Parent Notification ½ Day ISS Change into acceptable clothing, same as 1st offense
Public Display of Affection (PDA)	1 Recess Detention	2 Recess Detentions Parent Notification	½ Day ISS Parent Notification

Unexcused Tardy	Written Warning	Parent Notification	1 Recess Detention Per Unexcused Tardy
------------------------	-----------------	---------------------	--

-More on the following pages-

Level II			
Behavior	1st Offense	2nd Offense	3rd Offense
Electronic Devices	Confiscate and student(s) may pick-up at the end of the day. Parent Notification	Parent Notification Confiscate and parent must pick-up in the office Behavior Contract	Parent Notification Confiscate and hold until end of the school year
Failure to Report	1 Day Recess Detention Parent Notification	2 Days Recess Detention Parent Notification	1 Day ISS Parent Notification /S.R.O.
Cheating or plagiarism	Redo Assignment Parent Notification	Loss of Assignment Credit 1 Recess Detention Parent Notification Behavior Contract	Loss of Assignment Credit ½ Day ISS Parent Notification
Ditching	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
Inappropriate Touch	2 Days Recess Detention Parent Notification, counseling	1 Day ISS, counseling Parent Notification Behavior Contract RRPD may be contacted	1 Day OSS Parent Notification Review Behavior Contract RRPD may be contacted

	RRPD may be contacted		
Rough Housing	1 Recess Detention	2 Recess Detentions Parent Notification Behavior Contract	1 Day ISS Parent Notification Review Behavior Contract
Verbal Aggression/Provoking	1 Day Recess Detention Parent Notification	2 Days Recess Detention Parent Notification Behavior Contract	1 Day ISS Parent Notification /S.R.O.
Inappropriate possession or use of technology (unauthorized access to software, telephones, accounts or files)	Loss of computer privileges for up to twelve (12) weeks Parent Notification	½ Day ISS, counseling, Parent Notification	1 Day ISS Parent Notification
Insubordination, defiance of authority or showing disrespect	2-4 Days Recess Detention Parent Notification Behavior Contract	Parent Notification ½ Day ISS, counseling, Continue/Revise Behavior Contract	Parent Notification 1 Day ISS Continue/Revise Behavior Contract
Physical or Aggressive contact towards student	½ - 2 Days ISS Parent Notification, counseling, Behavior Contract	1-3 Day(s) OSS Parent Notification	3-5 Days OSS Parent Notification
Physical or Aggressive contact towards staff member	½ - 2 Days ISS Parent Notification, counseling, Behavior Contract	1-3 Day(s) OSS Parent Notification	3-5 Days OSS Parent Notification
Minor Theft	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

Disrupting a school activity (field trip, event, game, etc.)	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
Misuse of or falsifying any official document or communication (including but not limited to: agenda, pass, ID, progress report, call to excuse absence, parent signature, etc.)	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
Possession of inappropriate materials (toys, electronics, explicit materials)	Confiscate and student may pick-up at the end of the day	Parent Notification Confiscate and parent must pick up in the office Behavior Contract	Parent Notification Confiscate and hold until the end of the school year
Possession/use of tobacco, rolling papers or incendiary paraphernalia at school or school sponsored event.	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

Behavior	4th Offense	5th Offense	6th Offense
Failure to comply with disciplinary consequences includes multiple referrals and not necessarily for the same behavior.	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

Behavior	1st Offense	2nd Offense	3rd Offense
-----------------	-------------------------------	-------------------------------	-------------------------------

Arson	10 Days OSS pending hearing Parent Notification		
Assault/Battery of a staff member or student	3-5 Days OSS Parent Notification Behavior Contract	5-10 Days OSS pending hearing Parent Notification	
Bullying <i>Amended 11/18/2019</i>	1/2-2 Days ISS Parent Notification, counseling	1-3 Days ISS Parent Notification	3-5 Days ISS Parent Notification
Communicating intent to harm a staff or student	1-3 Days OSS Parent Notification Behavior Contract	5 days OSS Parent Notification Behavior contract	10 Days OSS pending hearing Parent Notification
Bomb Threats/False Alarms/Explosives	10 Days OSS Pending hearing Parent Notification		
Gang Related Activity	1 Day ISS Parent Notification	3 Days OSS Parent Notification Behavior Contract	10 Days OSS pending hearing Parent Notification
Habitually Disruptive	6-9 Days OSS Parent Notification	10 Days OSS Pending hearing Parent Notification	
Harassment (Physical, racial, verbal, electronic, intimidation toward another student, etc.)	1/2-2 Days ISS Parent Notification, counseling	1-3 Days OSS Parent Notification	3-5 Days OSS Parent Notification
Making a false 911 call or pulling a fire alarm	1-3 Days ISS or OSS Parent Notification	4-10 Days OSS Possible Hearing Parent Notification	

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)	5 Days OSS Parent Notification, counseling, Behavior Contract	10 Days OSS pending hearing Parent Notification	
Selling or distributing alcohol, drugs, look-a-likes, or other controlled substances including OTC drugs and prescription drugs	4-10 Days OSS pending hearing Parent Notification		
Sexual Harassment	½ - 2 Days ISS, counseling Parent Notification Behavior Contract	3-5 Days OSS Parent Notification RRPD may be contacted	5-10 Days OSS pending hearing Parent Notification
Sexual Misconduct	5-10 Days OSS pending hearing Parent Notification		
Theft/Extortion	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
Vandalism (involved in altering, defacing or destroying school or private property, including technology)	1-5 Days OSS Loss of privileges and restitution Parent Notification	6-9 Days OSS Parent Notification Loss of privileges and restitution	10 Days OSS pending hearing Parent Notification Restitution and loss of privileges

Possession of Weapons or Look A likes	1-10 Days OSS pending hearing Parent Notification RRPD may be contacted		
--	---	--	--