

# Maggie Cordova Elementary School

Student Handbook

2018-2019



**1500 VERANDA RD. SE**  
**RIO RANCHO, NEW MEXICO 87124**  
**TEL:(505)994-0229 FAX:(505)994-2684**  
**School Website- <https://mcordova.rmps.net/>**  
**District Website- <https://www.rmps.net/>**

**Principal: Stephanie Nieto    Assistant Principal: Bianca Getchell**

## Contents

SCHOOL HOURS	2
Attendance	3
Arrivals & Departures	4
Inclement Weather/Abbreviated School Days	5
Bicycle/Scooter Safety	5
Before and After School Programs	5
School Bus Transportation Policy	6
School Rules	<a href="#">6</a>
Rio Rancho Public Schools Weapons Policy	<a href="#">7</a>
Rio Rancho Public Schools Substance Abuse	<a href="#">8</a>
Health Office	<a href="#">8</a>
Immunizations	<a href="#">9</a>
Insurance	<a href="#">9</a>
Specials (Physical Education, Music, Art, Library & Computers)	<a href="#">9</a>
Homework Policy	<a href="#">9</a>
Lost & Found	<a href="#">10</a>
Personal Possessions	<a href="#">10</a>
Internet Access	<a href="#">10</a>
Food Services	<a href="#">11</a>
Food at School Parties	<a href="#">11</a>
RRPS Board Policy and State Department of Education	<a href="#">11</a>
Counselor	<a href="#">14</a>
Maggie Cordova Elementary School PTO (Parent Teacher Organization)	<a href="#">14</a>
Section 504	<a href="#">15</a>
Title IX	<a href="#">15</a>
RRPS Elementary School	<a href="#">15</a>
2018- 2019 School Wear Policy	<a href="#">15</a>
Progress Reports , Report Cards and Parent Teacher Conferences	<a href="#">17</a>
Visiting Your School	<a href="#">17</a>

## SCHOOL HOURS

**STUDENTS ARE NOT TO BE DROPPED OFF AT SCHOOL BEFORE 8:45 AM.**

THERE IS NO SUPERVISION AND STUDENTS WILL BE SENT TO THE SAFE PROGRAM (PARENT WILL BE RESPONSIBLE FOR CHARGES FROM SAFE).

**\*\*\* This year we will be implementing a slow start every morning. Students will be going directly to their classrooms once they arrive at school. If students eat breakfast in the morning they will go directly to the cafeteria and then to their classrooms. Teachers will establish a morning routine that will maximize learning and create movement opportunities.\*\*\***

FIRST BELL IS AT 8:55 AM

TARDY BELL IS AT 9:00 AM

WEDNESDAY EARLY RELEASE IS 12:45 PM

**NO STUDENT CHECKOUT AFTER 12:15 PM Outside doors will lock at 12:15**

REGULAR RELEASE IS 4:00 PM

**NO STUDENT CHECKOUT AFTER 3:30 PM Outside doors will lock at 3:30**



## Attendance

Definition of an Attendance Day—Students are considered to be in attendance when in class or in a school-approved activity. If a student attends school for one-half or less of the total instructional time, the student will be counted as having attended for one-half day. The one-half day mark is at 12:30 pm. If the student attends school for more than one-half of the total instructional time, the student will be counted as having attended for a full day.

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, everyday. (RRPS Board Policy 305-1 view at RRPS.net)

Absences will be excused for the following reasons: doctor's appointment (please bring in doctor's note), illness, a death in the family, emergency, religious commitment, or diagnostic testing. **Vacations are considered unexcused absences, please reference RRPS School Board Policy regarding attendance.**

### [RRPS Attendance Policy](#)

When a student is absent, contact your child's teacher and request make-up work. Please allow the teacher 24 hours to have the homework ready. Your child will have as many days to make-up the work as he/she was absent. (i.e. 3 days absent = 3 days to make-up work)

**When a student is absent 3, 5, 7, 10 or more times, the Assistant Principal will send a letter to the parent/guardian.**

**When a student has 10 or more unexcused absences during a semester, the student will be referred to Educational Neglect Court for possible violation of the New Mexico Compulsory Attendance Law.** When a student has received 10 consecutive absences during the school year, the child can be automatically disenrolled.

### [Reporting a Student Absent](#)

If your child will be absent, please call the **Attendance Line 994-0229 extension #1** on the day of the absence and leave the following information:

Name of child

Teacher's Name

Reason for absence (If you do not leave a reason, the absence will be marked as unexcused)

Your name & relationship

### [Tardies](#)

When your child is tardy, he or she is missing a very important part of the day. The routine, schedule, instruction and tone is being set for the day. If your child comes in late, he or she will miss this information and the class will be disrupted by your child's late arrival. In the event a tardy cannot be avoided, a parent must bring the student into the office to receive a tardy slip. **Please do not drop them off and let them walk in unsupervised.** Your child's safety is very important to us. According to the RRPS Behavior Matrix, tardy students can receive consequences that include detention for being late to school. At Maggie Cordova this consequence will be acted on by the Principal; if a pattern of tardiness is established.

### [Excusing Children from School](#)

A child is not permitted to leave the school grounds before regular dismissal, without a 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. **Students cannot be checked out within 30 minutes of dismissal (after 3:30 M,T,Th,F and 12:15 on Wednesdays).** Parents may not go directly to the classroom to pick their child up. Try to schedule doctor and dentist appointments after 4:00 pm or on Wednesday afternoons, unless it is an emergency. **No one may check your child out of school unless they are listed in PowerSchool or you have notified us, in writing, prior to the dismissal.**

## Arrivals & Departures

Please exercise caution and patience while driving in school zones. On campus, the SPEED LIMIT IS 5 MPH.

- If you are using the Drop off and Pick Up Lane- Please use Unser and Cabazon to access the correct lane.
- If you are parking and walking to the crosswalk- Please use Southern and Veranda to access the parking lot.

**Supervision of students begins at 8:45 am and ends at 4:15 pm. No staff member is monitoring students prior to or after these times.** If your child is consistently arriving early or is picked up late, you will receive notice from the principal encouraging you to sign up for the before and after school care program. All doors, other than the center doors, are kept locked from the outside to assist in maintaining a safe environment.

If you have an appointment with a staff member or are volunteering in the school, remember to park in the parking lot accessed from Veranda Rd. Please do not park in the drop-off lane. This area is also a fire lane and is painted red. Please remember to always be considerate of other parents wanting to access the parking lot and drop off lane. **Please do not talk on cell phone in Parent Pickup and drop off area.**

**\*\*\* We highly recommend riding the bus and utilizing our parent drop off/pick up lane\*\*\***

### **Student Drop Off \*\* Please note safety changes from previous years\*\***

1. **PLEASE DO NOT DROP YOUR CHILD OFF IN THE PARKING LOT.** You need to park in the parking lot on the west side of the building and walk your child across at the crosswalk. Students should not be allowed to walk in the parking lot without a parent escorting the child to the crosswalk. Your child must enter the building through the center doors to proceed to their classroom. Staff will be present in this area before school to assist and to ensure that safe practices are being followed.
2. **PLEASE DO NOT PARK IN THE DROP OFF (Painted Red for Fire Lane Designation)** You may drop off your child by using our parent drop off lane. Pull up to the closest open spot and put your car in park. **YOU MUST REMAIN IN YOUR CAR FOR SAFETY REASONS.** Your child should **EXIT THE CAR FROM THE SIDEWALK CURB side only**. Once your child/children is/are safely standing on the sidewalk, carefully merge to the left, exiting the campus in the far left lane.

### **Student Pick Up \*\* Please note safety changes from previous years\*\***

1. **Parking and Pick Up** - Students will no longer be outside waiting for pick up. All students will be in the gym with duty staff. We are highly encouraging you to utilize the pick lane. If you choose to park and walk, there will be a designated spot for you to wait for your child (ren) in front of the school by the bike rack and cafeteria.

Please look for this sign. You will then be asked for your student(s) name and the duty staff will get your child and send them out. Please wait your turn. This change is for the safety of our students and staff. If you are parking and then picking up your student(s), please use Southern to Veranda Rd. Please note that parking and waiting for your student after school. may take longer in comparison to using the pick up lane.

2. **Parent Pick Up Lane- (Painted Red for Fire Lane Designation)** You may pick up your child by using our parent pick up lane. Pull up to the closest open spot and put your car in park. **YOU MUST REMAIN IN YOUR CAR FOR SAFETY REASONS.** Your child will be released from the gym and walked to the assigned cone by duty staff. Once your child/children are safely in your care, continue in your lane exiting the campus. This is a **no pass zone**, due to both lanes being utilized.

3. **Older Siblings Picking Up Children from School** - Special Permission may be granted by the principal for those older students who need to pick up younger siblings prior to dismissal. Offenders will be warned one time then will be reported to DPS.

## ***Inclement Weather/Abbreviated School Days***

**Inclement Weather/Abbreviated School Days and Early Dismissal** - An abbreviated day begins **two hours later than the regular schedule**. Bus schedules 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. There is a system in place from the district office that will call each home.

To get information about school schedules during inclement weather you may tune in to any of the local TV or radio stations or **you may also visit our website:** [www.rrps.net](http://www.rrps.net)

If severe weather conditions materialize during the school day, the decision for an early dismissal (traditionally this is a rare event) should be made by 11:30 am and will be announced on the radio and TV. The busses will then begin the "Three Tiered" 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. Be sure that someone is scheduled to be at your home to receive your child when they arrive. Many of you work in Albuquerque or Santa Fe and will not be able to pick your child up as usual. We recommend that as a family, plan where your child is to go and what neighbors or other family members will take care of your child, then let the school know, in writing.

## ***Bicycle/Scooter Safety***

The District has provided a bicycle rack for our students' bikes. However, if you are going to allow your student/students to ride their bikes to school you must schedule a meeting and make arrangements with the principal to do so. **ALL students must wear a helmet per STATE LAW.** This includes Walk and Roll to School events.

## ***Before and After School Programs***

The Rio Rancho Schools are offering the Safe Schools Healthy Students SAFE (Students Achieving for Excellence) before and after school program for working families from 7:00—8:55 am and from 4:00—6:00 pm, Monday through Friday (Wednesday 12:45—6:00 pm). For more information call Student Services at 896-0667. Late registrations in the cafeteria are possible anytime the Safe program is in session.

## **School Bus Transportation Policy**

Transportation by school bus is a **privilege** and an extension of the school day. Your child's safety on the bus is essential. To guarantee your child's safety, the following bus rules apply to all students riding the bus to and from school:

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

Keep all parts of your body and objects inside the bus.

Remain seated in your assigned seat at all times.

Keep hands, feet and objects to yourself.

No fighting, spitting or cussing at any time.

No eating, drinking or smoking.

### Consequences for Violations of Bus Rules

The following consequences will apply 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.

1. Warning. Referral will be mailed home or provided to your child with a call home, for parents to address. A possible essay or the copying of rules may be assigned.
2. Parents will be contacted. A minimum one day bus suspension will result
3. Parents will be contacted. A minimum three day bus suspension will result.

Any further problems may result in further suspensions of bus privileges or dismissal from the bus.

### Phone Messages

Please be sure your child knows where to go after school each day. It is a disruption to the entire class when messages must be delivered. 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/her of the changes. Of course emergencies will come up and messages will be delivered. We just ask that this be the exception and not the rule. If your child is making a permanent bus change, please contact the Transportation Office at RRPS (338-0078) to inform them of the change. Thank you for your cooperation.

## **School Rules**

To provide the quality of education we all desire for our children, a safe and orderly environment is a primary requirement. To achieve the level of safety desired, rules and procedures will be instructed and followed throughout the school year. Maggie Cordova utilizes a system of Positive Behavior Supports (PBIS) as the basis of our behavior management program.

Components of our school plan include clearly stated rules and procedures, logical consequences for inappropriate choices and recognition of positive behavior. In an effort to accomplish this goal, we have developed collective

commitments for all stakeholders. The school wide discipline plan and PBIS are referenced within the Dragon Code:

### The Dragon Code

- Respectful
- Responsible
- Positive
- Safe

This base set of discipline concepts (The Dragon Code) will be the underlying message that will be instilled in all students on a regular basis in every classroom and in every common area here at Maggie Cordova. The PBIS committee will be working regularly this year to establish both positive expectations as well as positive incentives for students throughout the school.

A few further expectations for student behavior include the following general school rules:

- Be Polite.
- Behave and play safely on the playground.
- Don't talk back.
- Keep bathrooms neat and clean.
- Listen to school staff the first time.
- No real or play fighting.
- Polite language is expected.
- Respect our school property.
- Stay on school grounds in assigned areas.
- Stay where the duty teachers can see you.
- Throw balls only. Sand, ice, snow or rocks may hurt someone.

Students who choose to disobey rules during the school day will receive consequences based on the school wide discipline plan. Each classroom teacher will have an established set of classroom expectations that will follow a continuum designed to aid students in becoming successful learners at Maggie Cordova. These expectations will be based on the 4 basic PBIS concepts, Respectful, Responsible, Positive and Safe. Consequences may include a referral to the front office where they will meet with Administration and will receive a consequence based on the District discipline matrix.

Students having difficulty in the common areas of the school (playground, cafeteria etc.) may receive a referral to the office or responsibility room. The responsibility room is a place for teachers to re-teach expectations and review lessons on appropriate behavior/responses.

Students will have opportunities to receive Positive Referrals and attend recognition celebrations throughout the school year. As a school, we want to focus on the positive, and recognize students who are making great choices!

## ***Rio Rancho Public Schools Weapons Policy***

### **WEAPONS POLICY**

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



object that resembles an object that has a potentially violent use, if, under the surrounding circumstances, the purpose of keeping or carrying the object is for use, or threat of use, as a weapon.

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

## ***Rio Rancho Public Schools Substance Abuse***

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

While we recognize that health problems of youth are primarily the responsibility of the home and community, the school shares that responsibility because substance use and/or abuse may lead to problems that interfere with school behavior, learning and achievement. In cooperation with the community, the schools shall endeavor to educate students and staff, concerning substance use and/or abuse as well as support alternatives for helping students and their families, including prevention and intervention strategies.

In accordance with RRPS board policy 307, Substance Abuse is prohibited. Substance abuse on school premises and during school programs is prohibited.

3. Definitions. The following definitions are used in this policy:

(a) "Substance abuse" means the unauthorized possession, distribution, dispensing, manufacture, sale, or use or being under the influence of controlled substances that are identified in Schedules I through V of Section 202 of the Controlled Substances Act, 21 USC, Statute 812 (United States Code, Title XXI, Chapter 13) or its implementing regulations, 21 CFR Sections 1308.11 to 1308.15 where the use is neither authorized by law nor a valid prescription, or the misuse of a legal substance, including but not limited to prescription drugs, that may affect an individual's ability to perform his or her job, including attendance and learning, in a safe, adequate and secure manner. Substance abuse also shall include the unauthorized use or possession of, or being under the influence of, alcohol or alcoholic beverages, tobacco products, including but not limited to nicotine gum, nicotine patches, electronic cigarettes, and imitation controlled substances as defined in NMSA 1978, § 30-31A-1 or other look-alike drugs in the workplace, on school premises, during school programs, or while on school business.

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.

## ***Health Office***

Our Health Office is staffed by a registered nurse and a trained nurse's assistant. Should your child become injured or become ill, he or she will be sent to the health office. If the injury or illness is serious, a parent will be contacted to come and pick up his/her child. Students are not permitted to remain at school if they are vomiting, have diarrhea, a fever or a rash. The Health Office keeps an emergency card on file. **It is the responsibility of the parent to keep all home, work, and emergency phone numbers updated by calling the office when there are changes.** If a child is seriously injured or ill, 911 will be called at the expense of the parent.

School personnel are not allowed to administer medication to students. Health Office staff will supervise self-administration if the parents have provided a doctor's authorization form with the proper instructions on the dispensing of the medication during school hours.

Please do not send any medication to school with your child or in their lunch. Parents are asked to bring medications with a written note for over the counter medications or any authorization form for prescription medication directly to the health office. These drugs will be kept in a locked container in the health office.

## ***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.

## ***Specials (Physical Education, Music, Art, Library & Computers)***

Maggie Cordova Elementary will offer excellent music, physical education, and art programs.

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

**Music:** Students will be taught essential music skills in musical class. The goal is for all students to become competent music makers. Grades in music class are based on musical skill acquisition, not behavior or participation.

**Art:** Students will attend Art classes as often as we are able to provide them. Periodically the Art teacher may request supplies and materials.

**Library:** Overdue and Damaged Book Policy: When a book is lost or damaged parents are asked to pay for the book. The price charged is the replacement cost. If a lost book is found within one year, in good condition, it may be returned 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.

**Computers:** Students will attend Computer classes as often as we are able to provide them to learn basic computer skills and technology. Each classroom is also furnished with computers for student use.

## ***Homework Policy***

Maggie Cordova Elementary School believes homework is an extension of the curriculum. We also believe that homework must be age appropriate. Each grade level has guidelines for homework. Grade levels may decide to do a

project for homework. If this is the case, the teacher will give the students ample time to complete the project. Teachers will also provide their students with a rubric to help guide them with completing the project at home. If you would like to give your child additional homework activities, please see our website for additional resources.

#### Kindergarten:

Time: 15 minutes per night inclusive of nightly reading with parents, or not to exceed 60 minutes per week.

Grades: Homework performance will be recorded.

#### First Grade:

Time: 15 minutes per night inclusive of nightly reading, or not to exceed 60 minutes per week.

Grades: Homework performance will be recorded.

#### Second Grade:

Time: 20 minutes per night inclusive of nightly reading, or not to exceed 80 minutes per week.

Grades: Homework performance will be recorded.

#### Third Grade:

Time: 35 minutes per night inclusive of nightly reading, or not to exceed 140 minutes per week.

Grades: Homework performance will be recorded.

#### Fourth Grade:

Time: 40 minutes per night inclusive of nightly reading, or not to exceed 160 minutes per week.

Grades: Homework performance will be recorded.

#### Fifth Grade:

Time: 45 minutes per night inclusive of nightly reading, or not to exceed 180 minutes per week.

Grades: Homework performance will be recorded.

## ***Lost & Found***

All lost items are to be turned into the Lost and Found located in the front hallway. Students are encouraged to check for all lost items there. Parents are reminded that a **child's name needs to be on all clothing items brought to school.**

### **Please label all jackets and backpacks.**

Due to the lack of storage space, clothing items in the Lost and Found will be donated to local charities as often as monthly and definitely at winter and spring breaks.

## ***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.**

## ***Internet Access***

Maggie Cordova Elementary School has access to the Internet. The Internet is a vast source of information for teachers and students. Before a student is allowed to access the Internet, parents and students will be required to read, sign and return the Rules of Appropriate Use form once during each school year. This document will be distributed early in the school year. Parents may decline to allow their child access to the Internet. If a student uses the Internet without permission or in an inappropriate manner, any school personnel may invoke the following consequences:

- |                  |  |
|------------------|--|
| First Incident:  | warning given, parents notified.   |
| Second Incident: | access to the Internet denied to students for the remainder of the year. |
|                  | No Exceptions/ ISS or OSS depending on situation.                        |

## Food Services

The cafeteria is set up to provide options for lunch. The contractor working with Rio Rancho Public Schools this year is Sodexo.

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.

Prices for 2018-2019 may vary, but as of this printing date are:

	Regular	Reduced			
Breakfast	- \$1.10	\$ .30	Adults Breakfast	- \$1.50	Bottle Water:
Lunch	- \$2.40	\$ .40	Adult Visitor Lunch	- \$3.75	\$ .75 al carte
Milk	- \$ .50		Child Visitor Lunch	- \$2.15	\$ .50 with a meal
Juice	- \$ .40		Additional Entrée	- \$1.35 with a meal	

**In order for your child to become eligible for reduced or free lunch, a form must be completed and approved by the cafeteria manager. Whether you think you may, or may not, qualify for free or reduced lunch/breakfast, please fill out a form in the office. All of the information is 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 and you qualify, your completion of the form without participating still supports the school's candidacy for additional reading funding.**

## Food at School Parties

Students may be recognized by their teacher in the month of their birth as a celebration of their special day. **During the school day, only healthy snacks are allowed for birthday and/or class treats.** This is in accordance with the **New Mexico Healthy Schools** guidelines. Because it is a disruption to the learning environment, please keep balloons, flowers and other celebratory items for the student to receive upon their arrival home. This is true also for all other holidays as well. Help us model healthy nutritional choices for children by choosing healthy treats instead of cakes, cupcakes, candy or other high sugar, high fat foods. There are many suggestions for acceptable healthy snacks or alternative activities to celebrate birthdays or special activities/parties, that can be found on Pinterest and other

## RRPS Board Policy and State Department of Education

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 website at <http://www.rrps.net>. Board Policies can be directly accessed at <http://www.rrps.net/Board/PNP/npn.html>. State Education regulations and laws may be referred to at <http://www.ped.state.nm.us/>

## Student Records

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

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

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

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School Principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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

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

**EXCEPTIONS TO DISCLOSURE 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.

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

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

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. 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. <sup>1</sup>

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

1. Student’s name
2. Grade in school;
3. Name of school;
4. Eligibility and participation in officially recognized activities, including but not limited to fine arts exhibits, performing arts programs, other performances, graduation programs and sports events;
5. Weight and height of members of athletic teams;
6. Honors and awards received;
7. Yearbooks; and
8. Identification in print, electronic or visual media, including photographs, videotapes, and video images, depicting school programs or activities.

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 PII that the School may make without parental consent is on the RRPS website (rrps.net) and available at the School Principal’s office.

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

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

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

1. Political affiliations or beliefs of the student or student’s parent;

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

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

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

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

- Inspect, upon request and before administration or use:

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

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

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

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

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

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

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

The 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 Susan Passell Ed.D., Rio Rancho Public Schools Executive Director of Human Resources, 500 Laser Rd. NE, Rio Rancho, NM, 87124, (505) 896-0667.

## ***Counselor***

The counselor in our school helps in many ways. The counselor works closely with parents, teachers, administration, and various other community agencies to provide guidance to our students. Major goals of the counseling program are to help the children understand their feelings, develop problem-solving skills and see themselves as worthwhile human beings. The counselor is also key to our School Wide Discipline Plan in helping children make the correct decisions on the playground, in class, and in the school.

## ***Maggie Cordova Elementary School PTO (Parent Teacher Organization)***

PTO Officers for the 2018-2019 School Year:

President– Stephanie Aragon  
Treasurer- Katie Chatwin

Vice President- Jessica Rodriguez  
Secretary- Amanda Serafin

The Maggie Cordova PTO is one of Maggie Cordova Elementary School's essential support groups. Call the school and help to make history while establishing a tradition of involvement in one of New Mexico's premiere schools. You can call and leave a message for any of the PTO officers by calling the front office.

Maggie Cordova's PTO for the 2018-2019 school year had active members, but not enough to offer all the events they had planned for our students. More parents are needed to help share the responsibilities of creating Rio Rancho's best PTO. The PTO tries to offer at least one family activity per month, in addition to their regular meetings which almost always include students performing. Please join us to make Maggie Cordova School all that it can be.

## **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 students whose disabilities are not so severe as to create IDEA eligibility. RRPS's Section 504 Coordinator is responsible for overseeing compliance with the provisions of Section 504 and for investigating complaints. For further information, contact RRPS's 504 Coordinator, Theresa Griffin-Golden at the Rio Rancho Public Schools District Office, 500 Laser Rd. NE, Rio Rancho, NM 87124, (505) 896-0667 ext: 51229.

## **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's Title IX Coordinator is responsible for overseeing compliance with the provisions of Title IX and for investigating complaints. For further information, contact RRPS's 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. 51129.

## **RRPS Elementary School 2018-2019 School Wear Policy**

In the interest of encouraging 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, or 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

Sleeveless Shirts (New)

Shorts that when you reach your arms down by your side are longer than your fingers

#### **B. Not allowed:**

No graphics, pictures, or writing on clothing shall be permitted except as part of an insignia.

Revealing or see-through clothing



Open toed shoes (sandals and flip flops)

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 than **three (3) inches above the bend of the knee.**

Pajamas (tops or bottoms), unless it is a sanctioned school function, i.e., pajama day

Ripped or torn clothing

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

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 Violation of the Student Dress Code/Standard of Decency**

**First offense:**

Students who violate the Dress Code will be issued a Dress Code referral and will be required to: change into other clothing they may have with them if it conforms to this policy, or

change into clothing provided by the school, or

be sent home

The time missed from class will be considered “unexcused.” Clothing that is “borrowed” must be returned clean to the

main office on the day following the incident.

### **Second and subsequent offenses:**

Students will face disciplinary consequences as defined in the Student Code of Conduct and outlined in the Student Handbook, which may include penalties up to out-of-school suspension.

### **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: 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 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.

### **Application process for waivers**

Parents of students who qualify for a waiver must fill out a waiver request form at the student's 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.

Parent's requesting temporary waivers for health reasons must apply for a waiver at the student's school site prior to the student's return to school.

## ***Progress Reports , Report Cards and Parent Teacher Conferences***

Rio Rancho Public Schools reports student progress every trimester. Elementary students have scheduled conference times with each teacher twice a year. Your child's teacher will be looking forward to talking with you about his/her academic success and progress reports. Please plan to attend. If you have questions about the grading scale, contact your child's teacher. If your child has an outstanding fine, district guidelines require that his/her report card will be held until the fine is paid.

## ***Visiting & Volunteering at Your School***

You are always welcome at Maggie Cordova Elementary School and are encouraged to visit your child's class often. Please park in the west lot off Veranda Road and enter in the main doors of the center wing. ALL VISITORS MUST SIGN IN AT THE FRONT OFFICE, must provide photo ID, and **may sign-in after 9:30**. This is for the safety of your children. **If you are volunteering, we ask that all volunteers prearrange their time with the staff member with which they intend to volunteer and identify the set location in which you will volunteer.** According to the school district all visitors must

have a volunteer badge to visit a classroom and attend field trips. Volunteers who are unable to follow school and district policy, may have their volunteer badge withdrawn.

Volunteer Background Check:

[www.rrps.net](http://www.rrps.net) -----> Parent Tab-----> Volunteers

Trouble completing application?

Call Raptor at 1-877-7RAPTOR (7727867)

OR

Email: [volunteers@rrps.net](mailto:volunteers@rrps.net)