



RRPS ATTENDANCE POLICY

- When a student is absent, first contact the attendance line and then your child's teacher to request make-up work. All teachers have voice mail. 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) Please allow the teacher at least 4 hours notice before picking up work in the front office. If a student has an unexcused absence, the teacher is not expected to provide make-up work for the student.
- When a student accrues 10 or more excused absences or 3 unexcused absences, the principal will send a letter to the parent/guardian stating specific attendance policies.
- When a student has 10 or more unexcused absences during a semester, the case may be referred to the Rio Rancho Public Schools Truancy Office who will contact you to discuss student attendance and the New Mexico Compulsory Attendance Law.
- When a student has received 10 consecutive absences during the school year, the child will be automatically dis-enrolled.

Reporting a Student Absent: If your child will be absent, please call the Attendance Line 338-2320 before 9:30 a.m. on the day of the absence and leave the following information:

Name of child, Teacher's Name, Reason for absence, and Your name & relationship

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

Tardies: When your child is tardy, he or she is missing instruction 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 tardy cannot be avoided, a parent must bring the student into the building to receive a tardy slip.** At 9:00 a.m. a student is considered tardy and must get a tardy slip before reporting to class. **For safety reasons please do not drop your student off and let him or her walk in unsupervised.** Your child's safety is very important to us. No student will be admitted after 9:00 a.m. to class without a note from the office. An exception will be made in the case of a late bus and this will be announced to staff.

Excusing Students from School: A child is not permitted to leave the school grounds before regular dismissal without parent/guardians checking them out, in person, through the office. Parents are to come directly to the office, sign their child out, and the child will be called from the classroom. Please be ready to show your ID. Try to schedule appointments before or after school or on Wednesday afternoons if possible. No one may check your child out of school unless they are in PowerSchool as an emergency contact or you have notified us in writing prior to the dismissal with verbal verification. **Students will not be released if they are at recess or after 3:30 p.m. on M,T,Th, F and 12:15 p.m. on Wednesday without permission of the principal or his/her designee.**

- **Please exercise caution and patience while driving in school zones. SPEED LIMIT IS 5 MPH.**

Supervision of students begins at 8:45 a.m. and ends at 4:15 p.m.. Staff members are not monitoring students prior to or after that time. If your child is consistently arriving early, walks to school early, or is consistently picked up late, you will receive notice from the principal, and possible referral to Children Youth and Families Division. **Please be advised that consistently allowing your child to be unsupervised before and after school hours constitutes neglect.**

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

Students should only be picked up and dropped off along the curb of the parking lot off of Shiloh Road NE. The parking lot off of the access road is for buses only. Cars parked in the bus parking lot on the southeast side of the school will be towed away. Please, for the safety of everyone, do NOT use your cell phone or be distracted in any way when students are present during drop-off and/or pick-up.

The drop-off zone in front of the school is between the gates on either end of the fire lane in front of the school. Please DO NOT drop-off or pick-up outside of these areas.

ARRIVAL AND DEPARTURES:

Drop-Off Procedures:

You may park in the parking lot on the east side of the administration building (off of Shiloh Rd.) and walk your child across the crosswalk. If you choose to drop your child off from your vehicle, please pull your car as far forward as possible along the curb to allow cars to fill in behind you. Students should exit the vehicle on the right side of the vehicle only. Please help keep the traffic flowing by having students ready to get out with bags in hand when the car comes to a stop. Once your child leaves your vehicle he or she is to stay on the sidewalk away from traffic. **Students are not allowed to be dropped off without being accompanied by an adult anywhere but the drop-off lane.**

Pick-up Procedures:

You may park in the parking lot on the east side of the administration building (off of Shiloh Rd.). Meet your child in front of the building and walk your child **across the crosswalk** to your car. If you choose to wait for your child in your vehicle, please pull your car as far forward as possible along the curb to allow cars to fill in behind you. **Students will enter cars east of the crosswalk only. Please do not allow your child to walk along the sidewalk and enter your vehicle.** Once your child has entered your vehicle, please pull out and exit the lane. If the car in front of you has pulled out and you are still waiting, please pull forward to allow cars behind you to pull to the curb. Students may enter vehicles anywhere along the curb.

CROSSWALK PROCEDURES

All visitors to the school are asked to use the crosswalk area to access the school from the parking lot. Please do not park and go around the ends of the fence to cross through traffic. Remember, the safety of your children comes first and we ask all adults to model the correct behavior.

Wilpett Road and King Blvd. and Wilpett and Shiloh Crossing:

Children walking to school who must cross Wilpett Road or King Blvd. to come on campus **MUST use the crosswalk**. The crosswalks are monitored daily by a crossing guard who will ensure that students are able to cross the street safely. Please remind your child to wait for the crossing guard to give the signal to cross. Always have your student walk (never run) across the crosswalk. Parents and students must remember to be courteous to the crossing guard.

Older Siblings Picking Up Children from School: Middle school and high school students are **not allowed on the campus** unless accompanied by a parent. Special permission may be granted by the principal for those middle school students who need to pick up younger siblings. While waiting for siblings, they must display respectful and appropriate behavior. Offenders will be warned one time. After that, they will be reported to DPS. All older siblings are required to follow the school rules as outlined in this handbook.