Vision:
To Ignite Student Potential

Mission:
RRPS is dedicated to graduating each student with an educational foundation for success as a responsible, ethical contributor of society.

2019-2020
PARENT/STUDENT HANDBOOK
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**Acknowledgement and Receipt of Parent-Student Handbook**

I acknowledge that I have received a copy of the Cielo Azul Elementary School Student/Parent Handbook.
I understand that it contains important information on policies and procedures. I realize this handbook is not intended to cover every situation which may arise but is simply a general guide to refer to. I understand that it is my responsibility to familiarize myself with the information and that I agree with the policies and rules of the school. I further understand and acknowledge that RRPS District and/or CAE may change, add, or delete any policies or provisions in this handbook as it sees fit in its sole judgment and discretion. I acknowledge and understand that this Student/Parent Handbook supersedes and replaces any and all prior handbooks or materials previously distributed.

Student’s Name _______________________________ Grade ______________
Parent’s Printed Name __________________________ Date ______________
Parent’s Signature _______________________________________________________________________

**FAMILY EMERGENCY PLAN:** INCLEMENT WEATHER, ABBREVIATED DAYS, & EARLY DISMISSAL
(See Page 11 for more details)

My Family Emergency Plan consists of:
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

Please tear this page out of the handbook after completing the two required sections and return to your student’s teacher as soon as possible. Thank you.

**Dear Cielo Azul Parents:**

Should an emergency or disaster situation arise while school is in session, we want you to be aware that the schools have made preparations to respond effectively to such situations. In fact, public schools in New Mexico are built to meet stringent construction standards and may be safer than
your own home in the event of a disaster.

Should we have a major disaster during school hours, your child/children will be cared for at school. Our School District has a detailed emergency crisis plan, which has been formulated to respond to a major catastrophe.

Your cooperation is necessary in any emergency. Please adhere to the following steps in this case:

1. Do not telephone the school. Telephone lines may be needed for emergency communication.

2. In the event of an emergency, students will be kept at their schools until they are picked up by a responsible adult. The adult must be identified on a School District Emergency form, which is required to be filled out by parents at the beginning of every school year. Please be sure to consider the following criteria when you authorize another person to pick up your child at school:
   - He/she is 18 years of age or older,
   - He/she has a valid picture ID,
   - He/she is usually home during the day,
   - He/she could walk to school, if necessary,
   - He/she is known to your child, and
   - He/she is both aware of and able to assume this responsibility.

3. Turn your radio to the local station for emergency announcements. If students are to be kept at school, radio stations will be notified. If electrical service is not affected, information will be relayed via the School District to the local TV Channel. In addition, information regarding day-to-day school operations will be available by calling the District Office.

4. Impress upon your children the need for them to follow the directions of any school personnel in times of an emergency.

5. Students will be released only to parents and persons identified on the School District Emergency form. During an emergency, students will be released at predetermined designated locations on school campuses. Please instruct your child/children to remain at school until you or a designee arrives. It is important that you keep emergency contacts updated.

6. The decision to keep students at school will be based upon whether or not streets in the area are open. If this occurs, radio stations will be notified. In the event that a natural disaster takes place during the time that students are being transported, students will be kept on the bus, and the driver will ask for assistance through radio contact with the school and district personnel.
7. Any child who is home waiting for the bus will not be picked up (if roads are impassable) and remains the responsibility of the parent or guardian. In the event that a natural disaster occurs in the afternoon, the driver will make every attempt to continue delivering students to their homes. Should road conditions prevent the driver from delivering students to their homes or to school in the morning, the students will be delivered to the nearest school site, and that school will communicate with the home school to inform them of the students’ whereabouts.

8. In case of a hazardous release event (chemical spill) near the school area, Shelter-in-Place procedures will be implemented to provide in-place protection. All students and staff will clear the fields, report to their rooms, and all efforts will be made to prevent outside air from entering classrooms during the emergency. “Shelter-in-Place” signs will be placed in classroom windows or hung outside classroom doors during a drill or emergency. Students arriving at school during a Shelter-in-Place drill or event should report to the school office or to a previously designated location at the school because classrooms will be inaccessible. When the dangerous incident has subsided, an all-clear signal will be given.

Please discuss these matters with your immediate family. Planning ahead will help alleviate concern during emergencies.

Sincerely,

Alicia Banes

Alicia Banes
Principal
Cielo Azul Elementary

Dear Parents and Guardians,
The purpose of this communication to make clear our school’s policies and district policies around harassment. We believe that every student has the right to be here at Cielo Azul and has the right to the best possible education in a tolerant, inclusive, and safe environment.

According to the ACLU, “Harassment of a student by another student or by a teacher or other staff member is a violation of school policy. This includes (but is not limited to) harassment based on race, national origin, marital status, sex, sexual orientation, gender identity, religion, or disability.” Any type of harassment will not be allowed at all at Cielo Azul Elementary. Name-calling or negative comments based on race, national origin, gender identity, religion, or disability will be addressed immediately. RRPS has district policies that supports this belief. The District discipline matrix will be used as a guide when determining consequences when any student has violated this policy.

As a staff, we are working hard to prevent any kind of harassment. We have been teaching students strategies through PBIS (Positive Behavior Intervention and Supports) on how to be good friends, how to be respectful, how to distinguish the difference between being mean versus being a bully, and about kindness. We have also spoken with students on how to report bullying or any kind of harassment.

We would like to encourage families to have discussions with their child around harassment to support our beliefs as age appropriate. In order for students to learn, they must feel safe to come to school knowing that they will have equal opportunities without the fear of harassment. We are committed to teaching tolerance, diversity, and respect. We appreciate our community and ask for your assistance in teaching your child the importance of tolerance.

“Kind words can be short and easy to speak, but their echoes are truly endless.” – Mother Teresa
August 12 & 13  Elementary Student Support
August 13  Planning Elementary
August 14  First day for students – Elementary
September 2  Labor Day Holiday – NO SCHOOL
October 9 & 10  District In-Service – ALL STAFF – NO SCHOOL
October 10  Fall break – NO SCHOOL
November 6  End of 1st Trimester - Elementary
November 11  Veterans Day - NO SCHOOL
November 25-26  Elementary parent-teacher conferences – NO SCHOOL
November 27 – 29  Thanksgiving Holiday – NO SCHOOL
December 2  Bus rider count day: All eligible students should ride the bus to school
December 23 – January 6  Winter break – NO SCHOOL
January 6  Staff In-Service – NO SCHOOL
January 7  Classes resume for all grade levels
January 13-March 6  ACCESS Testing
January 20  Martin Luther King, Jr. Holiday – NO SCHOOL
February 12  Bus rider count day: All eligible students should ride the bus to school
February 17  President’s Day Holiday – NO SCHOOL
February 21  End of 2nd Trimester - Elementary
March 5, 6  Elementary Parent-Teacher Conferences – NO SCHOOL
March 30 – April 3  Spring break – NO SCHOOL
April 6  Students Return to School
April 10  Vernal Holiday – NO SCHOOL
May 15  RRCA Graduation
May 16  IHS Graduation
May 18  CHS Graduation
May 19  RRHS Graduation
May 20  Elementary Last day of school
May 21, 22, 26  Possible weather make-up days
May 25  Memorial Day Holiday – Schools and District Office Closed

OFFICE HOURS
Front Office Hours Monday-Friday, 8:00 a.m. to 4:30 p.m.

BELL SCHEDULE
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 p.m. (12:00 p.m. on Wednesdays). If the student attends school for more than one-half of the total instructional time, the student will be counted as having attended for a full day.

Prompt and regular attendance is essential for a student to attain academic success. Missed days, being tardy, and leaving early can leave gaps in the educational process. Please make every effort to get your child to school on time every day.

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, diagnostic testing or other circumstances approved by the school administrator. Vacations are considered unexcused absences. A written request to the principal will be considered.

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 disenrolled.

NOTE: The Attendance Policy will be updated based on the new State Bill in December 2019.

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.

If a student is tardy while State Testing is in progress, they will not be allowed to go into the classroom until that session is finished. The tardy student will go into their “Testing Buddy” classroom until that session is finished.

**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. Students will not be released during testing times.** Please plan appointments accordingly.

Exercise caution and patience while driving in school zones. **SPEED LIMIT IS 5 MPH.** We will not tolerate loud music coming from your vehicle. You must be able to hear instructions from our crossing guards as well as being aware of students around you.

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**

**Cell phone usage is not permitted during drop-off or pick-up**

**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.

**INCLEMENT WEATHER, ABBREVIATED DAYS, & 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 8:00 a.m. when an abbreviated day is called. Please avoid calling the school or the district office for this information. It is recommended that families plan for such emergency closures. The SAFE program will be on a two hour delay when the schools are on a delay. In the event that school is canceled, SAFE is also canceled. On an abbreviated day school starts at 11:00 a.m.

To get information about school schedules during inclement weather listen to:
Radio: 770 KKOB-AM; NASH FM 92.3 KRST; 93.3 KOB-FM
TV: KOB Channel 4; KOAT Channel 7; KRQE Channel 13
You may also visit our website: [www.rrps.net](http://www.rrps.net)

Please be sure that your phone number is updated with RRPS as this is a means of communication during inclement weather announcements.

If severe weather conditions materialize during the school day, the decision for early dismissal must be made by 11:30 a.m. and will be announced on the radio and TV. Families should have alternate arrangements for their children in this event. Bus students will go home on the bus and the walkers will walk home. Be sure that someone is there for your child to let him or her in when they arrive. We realize that many of our families work in Albuquerque or Santa Fe and will not be able to pick their child up as usual. As a family, plan where your child is to go, and what neighbors or other family members will take care of your child, then let the school know in writing on the Acknowledgement of Handbook page at the front of this handbook. Be sure your child returns it to his/her teacher.

Please go to [ww.rrps.net](http://ww.rrps.net) and link to the new Student Transportation Handbook.

**BUS ARRANGEMENTS**

Please be sure your child knows where to go after school each day. It is a disruption to the entire class when messages must be delivered. In the event that emergencies arise, a message will be promptly delivered to the classroom. Children who normally ride the bus will always be placed on the bus. The only time they will not be placed on the bus is if a written note is given to the teacher alerting him or her of the changes. Children will not be allowed to change buses unless it has been approved by the Student Transportation Office at RRPS (338-0078 ext. 104). Changing buses for social reasons is not acceptable. All arrangements must be communicated by the parent to the teacher in writing if any changes are made relating to arrival or departure from the school. Please do not expect your student to verbally relay a message to their teacher if there are changes to their after school transportation arrangements.

If there are any last minute changes regarding your student at dismissal and a parent needs to pick up student/s - you MUST go to the office to pick up your student. Parents are NOT allowed
at bus pickup to retrieve their students. A valid ID must be shown and you must be on the approved pick up list.

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

- Children may ride their bicycles or scooters on public roads, but *must walk bikes and scooters any time they are on school grounds.*
- Bicycles must be stored on the bicycle rack and secured with a lock. Scooters must be folded up and kept in backpacks or secured at the bicycle rack.
- Children are required to wear helmets while riding bicycles and scooters.
- **Shoes with wheels are NOT allowed on campus!**

**BEFORE & AFTER SCHOOL PROGRAMS**

**Students Achieving For Excellence (SAFE) Before and After School Program**
For children K-5th Grade

- Limited to 100 students per site
- Contact: The SAFE Program Manager
- (505) 896-0667 ext. 51237 for the Secretary.
- Cielo Azul Site Supervisor #: 338-2320
- Before School: M-F 7:00 a.m. - 8:55 a.m. / After School 4:10 p.m. - 6:00 p.m.
- After School: M-F After School Release - 6:00 p.m. (Including Wednesdays)

**SCHOOL RULES**

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

Parents should read the rules to students and help teach the rules. When parents support the school’s expectations of appropriate behavior, students have more success; both with behavior and achievement.

We will be focusing on five major behaviors this year. We will expect the students to be Safe, On Time, have an A PLUS Attitude, show Respect, and be Responsible. The following matrices delineate our expectations in a variety of situations. It is important to note that this is a work in progress, and as such, not all scenarios have been covered in our matrices. Students are expected to do the “right” thing.

**POSITIVE BEHAVIOR SUPPORT**

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<table>
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<th>Common Area</th>
<th>Responsible</th>
<th>Respectful</th>
<th>Safe/On Time</th>
<th>A+ Attitude</th>
<th>A+ Attitude</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cafeteria</td>
<td>*Wait quietly in line. *Keep the line moving. *Wait to be excused as a class. *Get all utensils, milk, etc. when first going through the line. *Make good</td>
<td>*Use quiet voices. *Clean up after self. *Stay in order and speak your name clearly. *Respect others personal space.</td>
<td>*Keep all food to self. *Sit with knees under the table, bottom on bench, and facing forward. *Enter and exit according to traffic pattern.</td>
<td>*Be patient. *Be grateful for the choices you have.</td>
<td>*Say “Please” and “Thank You”. *Don’t save seats. *Use kind words and appropriate language.</td>
</tr>
<tr>
<td><strong>Playground/Recess</strong></td>
<td><strong>food and tray properly.</strong></td>
<td><strong>Climbing Wall Guidelines</strong></td>
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</tbody>
</table>
| *Use bathroom pass for leaving the area.*  
*Get a pass from a duty and return it to a duty.*  
*One person per pass.*  
*Use bathrooms by the gym only.*  
*Be prepared for the weather and take your items with you when you leave.*  
*Walk to and from the playground.*  
*Stay within boundaries.*  
*Be aware of activities/games around you.*  
*No play fighting or real fighting.*  
*What is on the ground STAYS on the ground (rocks, wood chips, sand, ice, snow, etc.)*  
*Use all equipment and materials appropriately.*  
*Get adult help for accidents.*  
*Resolve problems with words.*  
*Use mediators.*  
*Include others.*  
*Make new friends.* | *Play fairly.*  
*Include others.*  
*Respect the equipment and environment.*  
*Share the equipment.*  
*Follow the rules.*  
*Put your trash in the trash can.*  
| *Include others.*  
|  

**Climbing Wall Guidelines**

1. Adult will monitor the climbing wall at all times when students are playing it.
2. Establish a “start and stop” point (there may be more than one) on the wall.
3. May set students off the wall for not following guidelines (use appropriate time out).

**Students will:**

1. Climb on the wall in one direction only.
2. Not climb under other students at any time.
3. Not sit on top of the wall at any time.
4. Be fair and patient with each other at all times.
5. Not pull or push people off the wall at any time or do anything that may cause a person to fall.
6. Students should not jump from the climbing wall unless they are no more than a foot from the ground.
7. No climbing through the smaller holes - climbing only permitted through the larger holes.

Climbing only permitted through the large holes.
**Suggestions:**
1. Students should wear regular tennis shoes to climb on the climbing wall for safety purposes. Shoes with heels may get stuck in hand holds, causing students to fall or get stuck.
2. Students should respect the equipment at all times. Do not kick, shake, or misuse the equipment in anyway.

<table>
<thead>
<tr>
<th>Common Area</th>
<th>Responsible</th>
<th>Respectful</th>
<th>Safe/On Time</th>
<th>A+ Attitude</th>
<th>A+ Attitude</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sidewalks Portable</td>
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<td>Areas</td>
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<tr>
<td>Assemblies</td>
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</tbody>
</table>
| Field Trips                                                                 | *Arrive and leave on time.  
*Take proper care of all personal items.  
*Turn in permission slip and money on time.  
*Dress appropriately for the event. | *Follow adult directions.  
*Respect the environment that you are in. | *Follow all school rules from the start of the trip to the end.  
*Stay with your assigned adult.  
*Follow bus rules. | *Listen with an open mind and have a good attitude.  
*Represent CAE with pride. | *Use good manners. |
|-------------------------------------------------------------------------------|-----------------------------------------------------------------|-----------------------------------------------------------------|-----------------------------------------------------------------|-----------------------------------------------------------------|-----------------------------------------------------------------|
| Bus                                                                         | *Once you are on the bus stay in your seat until you are dropped off.  
*Use quiet voices. | *Follow directions from the bus driver the first time given.  
*Keep hands, feet, and objects to yourself. | *Remain seated in your assigned seat at all times.  
*Keep all parts of your body and objects in the bus. | *Be patient.  
*Have a good attitude. | *Use appropriate language.  
*Treat each other with respect. |
| Nurse and Office                                                            | *Get permission from an adult to go to the nurse or office.  
*Go directly to the nurse or office.  
*Be honest about the reason you are there.  
*If you are walking with a friend to the nurse or office go straight back | *Say “Please” and “Thank You.”  
*Listen.  
*Follow directions given. | *Go only when necessary.  
*Keep your hands to yourself. | *Be patient.  
*Wait for an adult to help you. | *Use respectful language.  
*Give others privacy. |
| Disaster and Fire Drills | *Be silent. *Listen for and follow adult directions immediately. | *Keep your hands to yourself. | *Walk to assigned location. *If you are not with your class tell an adult. | *Take all emergency situations and drills seriously. | *Help others be safe. |

**CAES SCHOOL RULES AND EXPECTATIONS FOR CLASSROOM ROUTINE**

<table>
<thead>
<tr>
<th>School Rule</th>
<th>Responsible</th>
<th>Respectful</th>
<th>Safe/On Time</th>
<th>A+ Attitude</th>
<th>A+ Attitude</th>
</tr>
</thead>
</table>
| **Expected Student Behaviors** | *Follow school rules.*  
*Remind others to follow school rules.*  
*Take proper care of all personal belongings & school equipment.*  
*Tell the truth.*  
*Follow game rules.*  
*Be prepared and ready on time.* | *Wait for your turn.*  
*Clean up after self.*  
*Follow adult directions.*  
*Respond appropriately to others.*  
*Be silent when signal is given.*  
*Be an active listener.*  
*Use correct names and titles.* | *Walk facing forward.*  
*Keep hands, feet & objects to self.*  
*Get adult help for accidents & spills.*  
*Use all equipment & materials appropriately.*  
*Use designated doors.*  
*Get permission to leave the location that you are in.* | *Work hard and try your best.*  
*Display a positive attitude.*  
*Come to school ready to learn.*  
*Be thankful.* | *Use appropriate words and actions.*  
*Help others appropriately when needed.*  
*Share appropriately.*  
*Use good manners.* |

---

**Guideline for Classroom Routines**

| **Starting the day** | Teacher greets each child as they enter and children greet each other  
Put personal belongings in designated areas  
Turn in homework  
Put instructional materials in desks  
Sharpen pencils and gather necessary materials for class  
Be ready to start class on time. |
| **Entering the classroom** | Enter the room quietly  
Use a conversational or ‘inside voice’  
Keep hands, feet, objects to self  
Walk  
Move directly to desk or designated area  
Sit quietly and be ready for class. |
| **Working independently** | Select area to work  
Have materials ready  
Work without talking  
Raise hand to ask for help  
Keep working or wait patiently for assistance when the teacher is helping someone else  
Move quietly around the room when necessary  
Put materials away when finished; clean up after yourself  
Begin next activity when finished. |
| Asking for help | Always try by yourself first  
| Use the classroom signal for getting assistance  
| Keep working if you can or wait quietly  
| Remember the teacher has other students that may also need help |
| Taking care of personal needs | Follow the class signal for letting the teacher know you have a private concern  
| Let the teacher know if you need immediate help or if you can wait a while  
| Try to speak to the teacher privately and quietly if you do not want other students involved |
| Completing & returning homework | Collect your work to take home  
| Complete work, get parent signature when needed  
| Bring work back to school  
| Return work to homework basket |

**HOMEWORK POLICY**
Recent research surrounding the topic of the effectiveness of homework has brought to light many issues facing families today. As the amount of quality time that families have together shrinks, it is the responsibility of the school to provide meaningful homework experiences that are age appropriate. Cooper’s research (1982a) found that there is no clear-cut data that shows homework benefits students in early elementary grades. However, beginning in grade four, students who have appropriate homework that enhances and extends learning in the classroom, clearly has benefits. Cooper (2007) suggested that research findings support the common “10 minute” rule which states that all daily homework assignments combined should take about as long to complete as 10 minutes multiplied by the student’s grade level. At Cielo Azul, we strive to provide meaningful homework experiences that extend student learning. We believe that every child should spend time in the evenings reading text at their independent reading level. (Please ask your child’s teacher to help with selection of material for nightly reading). Reading Logs may be provided by your child’s teacher for you to record nightly reading. In the upper grades students will be required to complete homework at least 3 times per week. Please support your child by helping them to set aside time for nightly reading and completion of assignments. Organizational skills supported by homework is one of the keys to academic success.

**Time guidelines**
- **Kindergarten:** A maximum of 15 minutes per night inclusive of nightly reading with parents, or not to exceed 60 minutes per week.
- **First Grade:** A maximum of 15 minutes per night inclusive of nightly reading, or not to exceed 60 minutes per week.
- **Second Grade:** A maximum of 20 minutes per night inclusive of nightly reading, or not to exceed 80 minutes per week.
- **Third Grade:** A maximum of 35 minutes per night inclusive of nightly reading, or not to exceed 140 minutes per week.
● **Fourth Grade:** A maximum of 40 minutes per night inclusive of nightly reading, or not to exceed 160 minutes per week.
● **Fifth Grade:** A maximum of 45 minutes per night inclusive of nightly reading, or not to exceed 180 minutes per week.

**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 cannot be responsible for lost or stolen items. Please remind your child to leave personal items/toys at home as they can disrupt the learning environment and create safety problems. There is also a risk of items being broken, lost, or stolen. CAE is not responsible for any broken, lost, or stolen items.

**LOST & FOUND**
All lost items are to be turned into the Lost and Found which is located by the cafeteria. Students are encouraged to check for all lost items there. Parents are reminded that a child's name needs to be on every personal item brought to school. Please put names in your child’s jackets, sweatshirts, sweaters, lunch boxes, etc. so we can get those items to your child if found. The Lost and Found is cleaned out at winter break, spring break, and at the end of the year. All items that are not claimed will be given to CAE’s clothing bank.

**INTERNET ACCESS**
Cielo Azul 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 and electronically sign the Rules of Appropriate Use form once during each school year. Parents may decline to allow their children 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: A warning will be given and parents notified depending on the infraction.
Second Incident: Access to the Internet denied to students for the remainder of the year.
No Exceptions.

Cielo Azul follows the RRPS 2019-2020 Elementary Discipline Matrix which can be found on Pages 31-37.

**FOOD SERVICES**
The cafeteria is set up to serve a buffet type lunch. The contractor working with Rio Rancho Public Schools this year is Sodexo. Their phone number is 892-1784.

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: Cielo Azul Elementary (CAE). This saves time and helps with our bookkeeping procedures. Prices for 2019-2020 may vary; and are subject to change, but as of printing date are:
<table>
<thead>
<tr>
<th></th>
<th>Regular</th>
<th>Reduced</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$1.35</td>
<td>$0.35</td>
</tr>
<tr>
<td>Lunch</td>
<td>$2.65</td>
<td>$0.45</td>
</tr>
<tr>
<td>Milk</td>
<td>$0.50</td>
<td></td>
</tr>
<tr>
<td>Juice</td>
<td>$0.35</td>
<td></td>
</tr>
<tr>
<td>Adult’s Breakfast</td>
<td>$1.65</td>
<td></td>
</tr>
<tr>
<td>Adult Lunch</td>
<td>$3.50</td>
<td></td>
</tr>
<tr>
<td>Additional Entrée</td>
<td>$1.40</td>
<td></td>
</tr>
<tr>
<td>Lunch Sides</td>
<td>$0.55</td>
<td></td>
</tr>
<tr>
<td>Water with meal</td>
<td>$0.55</td>
<td></td>
</tr>
<tr>
<td>Water without meal</td>
<td>$0.80</td>
<td></td>
</tr>
</tbody>
</table>

In order for your child to become eligible for reduced or free lunch, a form must be filled out and approved by the cafeteria manager. If you think you may qualify for free or reduced lunch/breakfast, please request a form from the front 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 Title I Programs. If you do not want to participate in the free or reduced breakfast/lunch program and you qualify, it still supports the school’s opportunity for additional funding.

**SNACK SALES – CLASSROOM CELEBRATIONS**

Parents are asked to provide healthy snacks when requested by a classroom teacher. This includes any food that will be consumed by students at school celebrations. Please check with your child’s teacher for information regarding students in the classroom with food allergies. Students may only drink water in the classrooms.

Each grade has been assigned a month throughout the school year where they will be responsible for arranging volunteers to run the snack sales (popcorn, fruit snacks, etc.) for them. That grade level will receive the proceeds from the snack sales for that month (minus the start up cost of the snack sold). This money will be used to support classroom events or to buy materials that directly benefit the students in that class as well as benefiting our PBIS program.

All volunteers MUST be cleared with a background check and obtain a volunteer badge through district office. No exceptions. Please see the policy regarding Volunteers and Chaperones in the Section **FIELD TRIPS/VOLUNTEERS/CHAPERONES** below.

**RAVEN NEWS**

Raven news will be sent out via email, a phone blast, or can be accessed on our website: [http://cieloazul.rps.net](http://cieloazul.rps.net). School information will be posted to our website and sent via-email every other week. It is very important that you look for this publication and read it. It is our way of keeping you informed of the activities going on in the school and community. Teachers will send home monthly or weekly newsletters as well as communicate with you through the
REPORT CARDS, PROGRESS REPORTS, PARENT/TEACHER CONFERENCES
Rio Rancho Public Schools report student progress on a trimester basis. Elementary students have scheduled conference times with each teacher during the first and second trimester. 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 please contact your child’s teacher. If your child has an outstanding library fine, his/her report card will be held until the fine is paid.

VISITORS ON CAMPUS
You are always welcome at Cielo Azul Elementary School. ALL VISITORS (INCLUDING THOSE NEEDING TO SEE THE NURSE) MUST SIGN IN AT THE FRONT OFFICE AND RECEIVE A BADGE SIGNIFYING THAT YOU ARE A CAMPUS VISITOR. YOU MUST PRESENT YOUR DRIVER’S LICENCE OR VALID ID AT THIS TIME. Anyone seen on campus without this badge will be asked to report to the school administration. This is for the safety of your children.

The Principal and/or Assistant Principal will use their discretion; and have the authority to ask any visitor or volunteer who is anywhere on campus to leave should they feel that there is a threat or safety issue with any student or staff. (RRPS Board Policy 915 view at http://rrps-school-board-rrps.net)

If you are on campus to volunteer in a classroom, please make sure you have scheduled this time with your child’s teacher. We ask that parents not request to volunteer in the classroom until after the Labor Day Holiday. This enables teachers the time to get classroom routines established. If you wish to observe in your child’s classroom, we request 24 hour notice by filling out an observation request form before scheduling a specific date and time.

To minimize classroom interruptions, we are asking that you help us by not disrupting the classrooms during the instructional day. Unless you have been asked to volunteer in your child’s classroom, please do not go into the classroom. If you have food or other items that need to get to a classroom, please leave them in the front office and we will ensure that they get delivered to your child’s room.

FIELD TRIPS/VOLUNTEERS/CHAPERONES
Parents/Guardians who wish to volunteer at the school in any capacity (snack sales, field day, chaperones on field trips, and/or parent volunteers in the classroom) are required to have a complete background check via fingerprints by RRPS District Office (www.rrps.net; under the District tab - Volunteer). Parents/Guardians who are not approved may not volunteer within the school or attend any field trips. The NM State Legislature enacted HB 431, which states that all volunteers will need to apply for an FBI background check starting June 14, 2019. 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. Volunteers must be at least 18 years of age. (RRPS Board Policy 727 view at http://rrps-school-board-rrps.net). All classroom website, DoJo OR Blooms.
volunteers MUST be cleared with a background check and obtain a volunteer badge through district office. No exceptions.

**PARENT VOLUNTEERS**
Parent Volunteers are not permitted in the classroom if the teacher is absent. Parent Volunteers are not permitted on the playground during any of the recesses.

**STUDENT PLACEMENT & CLASS CHANGE POLICY**
Many hours are spent carefully placing students into classrooms. This is done primarily by teachers with input from the site specialist, the counselor and administration. Finally, teachers are assigned to classes of students by administration. Teachers do not assign students to teachers. Please do not ask teachers to recommend another teacher for the following year. You may discuss any concerns with the principal. The following is a list of the criteria we use:

- Equity in classrooms with regard to gender, ability, special needs, and behavior issues.
- Separating children who have personality conflicts.
- Class programs such as inclusion, learning style, etc.
- Parent concerns sent to the administration in writing in the spring of each year.

The placement process is good but not perfect. In the event that you have concerns about your child’s placement, a procedure has been established.

- No student will change classes within the first three weeks of school.
- **No changes** in class placement will be made until parents and classroom teacher have had a conference of a minimum of two times to address the concerns of parent or teacher. The counselor may be invited to assist or mediate.
- Parents and classroom teacher must agree another placement is what is best for the student.
- Request a conference with the principal at this time to determine:
  - If a change should be made.
  - If space is available in another classroom.
  - If the receiving teacher is appropriate for the student.
  - If the Student Assistance Team needs to help with strategies.

**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. The counselor can meet with a student up to 5x with written permission from the parent/Guardian.

**PARENT ADVISORY COUNCIL**
Parent Advisory Council is one of the leadership bodies of the school. The Council consists of an elected/appointed representative from each of the following groups: parents, community representatives, teachers, and administrators. Elections will be held at the beginning of the school year for these council positions. Through this council, activities are planned, decisions
are made with regard to spending activity fundraiser money, and various issues are discussed and implemented.

**RRPS WEAPONS POLICY**
The Rio Rancho School Board has a weapons policy #347-1 that forbids the possession, custody and use of weapons by unauthorized persons in or around school property. This policy is enacted to implement the requirements of the federal Gun Free Schools Act, 20 U.S.C. 8921 (a)(1). Students found to be in violation of this policy shall be subject to discipline, including short-term, in or out of school suspension not to exceed ten days, long-term suspension, and expulsion. Therefore, we are asking for help from the entire community as we continue to keep weapons and look-alike weapons out of schools. Our school policy is simple: **NO WEAPONS OF ANY KIND ARE ALLOWED AT SCHOOL OR AT ANY SCHOOL EVENT.**

A “weapon” is any firearm, any knife, any explosive device, or any other object (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.

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

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

In accordance with the New Mexico Board of Education Regulation 81-3, the Rio Rancho Public Schools supports a policy which prohibits students from using, possessing, or distributing alcohol and/or other harmful and illegal substances on school property, at the bus stop or at school activities. Students who violate this policy shall be subject to the full range of school and/or district disciplinary measures, in addition to applicable criminal and civil penalties.

**HEALTH OFFICE**
Our Health Office is staffed by a registered nurse and a health aid. Should your child require attention because of an illness or injury, the health office staff will attend to their needs. When you register your child for school, you will be asked to fill out a medical authorization card which includes a section for listing your child’s health history and health needs, along with contact phone numbers for home, work, and an emergency contact persons. Completing the medical authorization form enables the health office staff to provide the best possible care to your child at school.
Many children are able to attend school outside of the home because of the effectiveness of medications in treating chronic disabilities and many long and short-term illnesses. If possible, all medications should be administered at home. If this is not possible the school nurse needs to know what medications need to be given at school. The school nurse or certified health office staff are allowed to administer medication to students at school. Health Office staff will supervise administration of prescription medication if the parents have provided a doctor’s authorization form with the proper instructions on the dispensing of the medication during school hours. Over-the-counter medications like Tylenol and Benadryl can be given at school without a doctor’s authorization if the parents have provided the health office with written authorization. Rio Rancho Public School Policy requires that medications provided by parents for administration at school are new unopened/unused prescription or over-the-counter medications. Medication prescribed by a physician needs to include the pharmacy label.

**Student Self-Medication at School**

Students are normally not permitted to carry or give medications to themselves while at school. However, under specific conditions a student may carry and self-administer certain prescribed medications. In general, this provision applies only to metered dose inhalers, auto-injectable epinephrine and insulin applied via insulin pump. Students may carry and self-administer medication if the following conditions are met:

1. The student’s health care practitioner has prescribed the medication for use by the student during school hours and has instructed the students in the correct and responsible use of the medication;
2. The student has demonstrated the skill level necessary to use the medication and any device that is necessary to administer the medication to the student’s health care practitioner and the school nurse or other school official who is a public education department licensed health care provider;
3. The school nurse, in cooperation with the health care practitioner, formulates a written treatment plan for managing asthma, anaphylaxis episodes or diabetes of the student for medication use by the student during school hours; and
4. The parent/guardian has provided all required documentation to the school nurse including, but not limited to, a signed Authorization to Administer Medication form and the health care practitioners written instructions or treatment plan.

**Getting Medications to School**

*Please do not send any medication to school with your child.* Student safety and Rio Rancho Public Schools Policy require that parents, not students, bring both prescription and over-the-counter medications to the health office in person.

**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.
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.

**RRPS 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, 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:

**Allowed:**

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

**Not Allowed:**

- Insignias can be no larger than 3 inches x 3 inches.
- Revealing or see-through clothing.
- Exposed underwear including boxers, sports bras, and bras; saggy pants revealing underwear or any portion of the body below the naval.
- Dresses, skirts, shorts, and skorts, including slits, shorter three (3) inches above the bend of the knee.
- Pajamas (tops or bottoms), unless it is a sanctioned school function, i.e., pajama day.
- Spiked jewelry and jewelry that is obscene, disruptive to the educational process or that could endanger students.
- Belt loop chains, wallet chains, and extended belts.
- Trench coats.
- Heelys. Flip-flops (elementary school)
- Clothing and/or articles worn or carried by the student (includes face painting)
displaying words or symbols or colors of gangs, drugs, alcohol, tobacco, violence, racism, inappropriate language or images, or symbols of a sexual/sexist nature.

- Clothing and/or articles in violation of Policy 346, Gang Activity, which states that students shall not “wear . . . any clothing, jewelry, emblem, badge, symbol, sign or other items that evidences or reflects membership in or affiliation with any gang”. Visible cleavage, navels, and/or midriffs.
- No skin should be shown between the bottom of the shirt/blouse and the top of the pants/skirt when arms are stretched upward.
- Tube tops, spaghetti strap tops, halter tops, translucent blouses, midriff shirts/blouses

Other provisions:
- Footwear that is safe and appropriate for the weather and other conditions must be worn at all times on campus and in buildings. No flip flops are allowed. Sandals must have a backing on the heel.
- 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.
- Mid-School and high school students’ 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/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.

RELATED ARTS CLASSES
Cielo Azul Elementary has excellent music, physical education, and art programs. We believe related art classes are an important aspect of a well-rounded education and directly supports the academic standards held for all students. Students attend related arts classes regularly - as much as the schedule will permit. It is expected that all children will participate in the classes and performances as part of their grade.

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

Music - Some performances take place in the evening and your child is expected to participate. If this is impossible, you must contact the music teacher and obtain alternate assignments to
complete the grade.

**Art** - Students attend art classes as much as the schedule permits. Please support the art program by providing extra supplies for projects when requested.

**Library** - Overdue and Damaged Book Policy: When a book is lost or damaged you are asked to pay for the book. The price charged to you is the replacement cost for the book. If a lost book is found within one year in good condition you may return it for a full refund. If a book is damaged but still usable 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.

**S.T.E.A.M. Lab** - At Cielo Azul we are fortunate enough to have a STEAM (Science Technology Engineering Art and Math) lab. Students visit the lab during their Related Arts rotations. All activities in the lab are designed and managed by our STEAM Team, a group of teachers from each grade level. The lessons are created to supplement the NGSS (science standards) and what is being taught in the classrooms.

**ELECTRONIC DEVICES**
All electronic items such as, but not limited to, personal gaming devices, tablets, cameras, cellular phones, watch phones, or any other similar devices are not allowed to be used on campus between 8:55 a.m. and 4:00 p.m. without written permission from an administrator. These devices must remain off and in the student’s backpack (at their own risk). Students caught with any device will face their first offence which is that the device will be taken away from the student and the parent can pick up the item/s in the office. Subsequent offenses will result in the item being held until the end of the school year. Cielo Azul Elementary and its staff members will not be responsible for the loss or damage of any personal electronic devices.

To enhance the learning environment, we have chromebooks available to every student in grades 3-5. Students in grades K-2 share their devices. If there is damage to a chromebook, behavioral consequences will follow. Please see the *Chromebook Replacement and Damage Procedures 2019-2020* on Page 29.

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**Chromebook Replacement & Damage Procedure 2019-2020**

All teachers receiving Chromebook carts are responsible for those carts. If a Chromebook is damaged due to student misuse, the staff member will fill out appropriate discipline referral form with details and action steps.
<table>
<thead>
<tr>
<th>Document</th>
<th>Action</th>
<th>Deadline</th>
<th>Ed Techs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Staff Commitment</td>
<td>PDF Signed by all teachers with carts</td>
<td>Turned into EdTech by 10/16/19</td>
<td>Do not receive form? Please remove cart until we have it signed.</td>
</tr>
<tr>
<td>2. Student Commitment</td>
<td>Signed by student and parent (Can this be added to Infosnap?)</td>
<td>Turned into Teacher by 10/16/19. School year 2019-2020- Signed during enrollment on infosnap</td>
<td>Do not allow students to use Chromebooks until it is returned.</td>
</tr>
<tr>
<td>3. Spanish Version</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Student Expectations</td>
<td>Teachers share with all students</td>
<td>Teacher needs to go over care of chromebooks and cart with class. Chromebooks assigned to students so we can document damage, etc.</td>
<td>Needs to be discussed with class prior to using chromebooks.</td>
</tr>
</tbody>
</table>

**Damage to Chromebooks by Students: (accident)**

1. Teacher submits ticket to Ed Tech
2. Ed Techs transfer ticket to technician for repair
   a. Technician repairs onsite or sends off to ASUS for repairs (training and more information soon to technicians- for now PO is in place for all repairs to chromebooks)
   b. ASP plan- order parts online and fix chromebooks onsite-Waiting on approved contract from ASUS
3. Ed Techs- please send spare chromebook to classroom until this is repaired

**Damage to Chromebooks by Students: (misuse or damage)**

1. **Referral to administration by teacher:**
   a. Document time of day
   b. Exact damage- i.e- screen cracked, keys removed, etc.
   c. Ticket to IT department noting the damage- accident or negligent? Did you fill out student referral?
d. Activity taking place  

e. Witnesses  

f. What happened? Give as much detail as possible? Was this an accident or on purpose?  

g. Serial number and location of chromebook, cart RRPS Tag#, etc.  

2. Administration- Follow discipline matrix and IT suggestions (see screenshot below):  

a. Follow discipline matrix; note board policy violation on form?  

b. Restitution- What was the damage?  

i. ASUS part replacement cost  

1. Parts page 2  

ii. Total cost of a replacement chromebook = $210.00  

ii. IT Suggestions:  

i. 1st offense: Restitution- When this is paid, they can use the chromebook in class again. Revisit device agreement;  

ii. 2nd offense: Restitution and OSS (follow discipline matrix)  

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Board Policies: Student Acceptable Use Policy (signed by parents on Infosnap)  

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<table>
<thead>
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<tbody>
<tr>
<td>1</td>
<td>Do not use a computer to harm other people or their work. (Board Policy 911)</td>
</tr>
<tr>
<td>2</td>
<td>Do not damage the computer or the network in any way. (Board Policy 911)</td>
</tr>
<tr>
<td>3</td>
<td>Do not download or install your own software, shareware, or freeware. (Board Policy 911 &amp; 912)</td>
</tr>
<tr>
<td>4</td>
<td>Do not violate copyright laws. (Board Policy 910 &amp; 911)</td>
</tr>
<tr>
<td>5</td>
<td>Do not view, send, or display offensive messages or pictures. Example: Offensive messages or pictures are those you would not share with your teachers or parents. (Board Policy 911)</td>
</tr>
<tr>
<td>6</td>
<td>Tell an adult in charge immediately if, by accident, you encounter materials which violate the rules of appropriate use. (Board Policy 911)</td>
</tr>
<tr>
<td>7</td>
<td>Do not share your password with another person. (Board Policy 911)</td>
</tr>
<tr>
<td>8</td>
<td>Do not open someone else’s folders, work, or files without permission. (Board Policy 477)</td>
</tr>
<tr>
<td>9</td>
<td>Do not waste limited resources such as disk space, printing capacity, network connections (bandwidth), or video streaming.</td>
</tr>
<tr>
<td>10</td>
<td>You will be held accountable for your actions. By violating the rules of appropriate use, you will lose network and Internet privileges and be subject to disciplinary action. (Board Policy 477)</td>
</tr>
</tbody>
</table>
### High School Discipline Matrix:

<table>
<thead>
<tr>
<th>Inappropriate possession or use of technology – unauthorized access to District software, telephones, accounts/files, unauthorized access or use of video recording via electronic device, posting of inappropriate material on websites, including video taping of activities violating school policy, such as fights, bullying, hazing, or other misconduct.)</th>
<th>1-3 day OSS and restitution if applicable</th>
<th>3-5 days OSS, loss of Internet privileges for the remainder of the school year, and restitution if applicable</th>
<th>7 days OSS and parent contact by Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inappropriate use of Site technology – (using non-academic sites, using bandwidth, tampering, damage to computers or network)</td>
<td>5 days OSS, loss of Internet privileges for the remainder of the year, suspension contract, counseling, restitution</td>
<td>10 days OSS pending hearing</td>
<td></td>
</tr>
<tr>
<td>Vandalism (involved in altering, defacing or destroying school or private property)</td>
<td>1-5 days OSS, and restitution, RRPD referral, suspension contract</td>
<td>10 days OSS pending hearing, restitution</td>
<td></td>
</tr>
</tbody>
</table>

### Middle School Discipline Matrix:

<p>| Inappropriate Use/ Possession of Technology – unauthorized access to District software, telephones, accounts/files, unauthorized access or use of video recording via electronic device, posting of inappropriate material on websites including video taping of activities violating school policy such as fights, bullying, hazing or other misconduct. | 2 Days ISS Parent Notification | 3 Days ISS, Loss of computer privileges for the remainder of the school year and restitution Parent Notification | Level III Harassment/Bullying |</p>
<table>
<thead>
<tr>
<th>Inappropriate Use or Possession of Technology (tampering/damage to computers/network)</th>
<th>5 Days OSS, Loss of Computer Privileges for the Remainder of the Year and Restitution, Behavior Contract</th>
<th>10 Days OSS Pending Hearing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vandalism (involved in altering, defacing or destroying school or private property, including technology)</td>
<td>5 Days OSS, Loss of Privileges, and Possible Restitution</td>
<td>10 Days OSS Pending Hearing, Possible Restitution, Loss of Privileges</td>
</tr>
</tbody>
</table>

**Elementary School Discipline Matrix:**

<table>
<thead>
<tr>
<th>Behavior</th>
<th>1st Offense</th>
<th>2nd Offense</th>
<th>3rd Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electronic Devices</td>
<td>Confiscate and student may pick-up at the end of the day</td>
<td>Parent Notification Confiscate and parent must pick-up in the office Behavior Contract</td>
<td>Parent Notification Confiscate and hold until the end of the school year</td>
</tr>
<tr>
<td>Inappropriate possession or use of technology (unauthorized access to software, telephones, accounts or files)</td>
<td>Loss of computer privileges for nine weeks Parent Notification</td>
<td>Loss of computer privileges for 1 semester Parent Notification</td>
<td>Loss of computer privileges for entire school year Parent Notification</td>
</tr>
</tbody>
</table>

**INSURANCE**

New Mexico law states that a school district cannot assume liability for costs incurred in students’ accidents. The New Mexico Public Schools Insurance Authority makes a low cost student accident policy available to all students in Rio Rancho Public Schools. The policy is optional and explained in the brochure sent home during registration at the beginning of school. If you need additional information during the school year, please contact the front office at 338-2320.

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

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 and appropriate public education (FAPE). This provision applies to qualifying disabled students whose disabilities are not so severe as to create IDEA eligibility. RRPS Section 504 Coordinator is responsible for overseeing compliance with the provisions of Section 504 and for investigating complaints. For further information, contact RRPS 504 Coordinator, at the Rio Rancho Public Schools District Office, 500 Laser Rd. NE, Rio Rancho, NM 87124, (505) 896-0667.

RRPS BOARD POLICY AND STATE DEPT. 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://rrps-school-board.rrps.net. State Education regulations and laws may be found at http://www.ped.state.nm.us/
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.

<table>
<thead>
<tr>
<th>Level I</th>
<th>1&lt;sup&gt;st&lt;/sup&gt; Offense</th>
<th>2&lt;sup&gt;nd&lt;/sup&gt; Offense</th>
<th>3&lt;sup&gt;rd&lt;/sup&gt; Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Behavior</strong></td>
<td></td>
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<tr>
<td>Behavioral disruption</td>
<td>1 Recess Detention or</td>
<td>2 Recess Detentions</td>
<td>Parent Notification</td>
</tr>
<tr>
<td>(Profanity, rudeness, acting disrespectfully, dishonesty, name calling, etc.)</td>
<td>Responsibility Room</td>
<td>Parent Notification</td>
<td>Behavior Contract or</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>½ Day ISS</td>
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<tr>
<td>Bus Disruptions</td>
<td>Refer to Transportation</td>
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<td></td>
<td>Handbook</td>
<td></td>
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<tr>
<td>Dress Code Violation</td>
<td>Parent Contact and</td>
<td>Parent Contact and</td>
<td>Parent Notification</td>
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<tr>
<td></td>
<td>Warning and Warning</td>
<td>Warning and Warning</td>
<td>½ Day ISS</td>
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<tr>
<td></td>
<td>Options:</td>
<td>Change to acceptable</td>
<td>Change to acceptable</td>
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<tr>
<td></td>
<td>Change into other clothing</td>
<td>clothing, same as 1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>clothing, same as 1&lt;sup&gt;st&lt;/sup&gt;</td>
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<td></td>
<td>may have</td>
<td>offense</td>
<td>offense</td>
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<td></td>
<td>Clothing provided by</td>
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<td></td>
<td>school</td>
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<td></td>
<td>Be sent home</td>
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<tr>
<td>Public Display of Affection (PDA)</td>
<td>1 Recess Detention</td>
<td>2 Recess Detentions</td>
<td>½ Day ISS</td>
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<td></td>
<td></td>
<td>Parent Notification</td>
<td>Parent Notification</td>
</tr>
<tr>
<td>Unexcused Tardy</td>
<td>Written Warning</td>
<td>Parent Notification</td>
<td>1 Recess Detention Per</td>
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<td></td>
<td></td>
<td></td>
<td>Unexcused Tardy</td>
</tr>
<tr>
<td>Behavior</td>
<td>1st Offense</td>
<td>2nd Offense</td>
<td>3rd Offense</td>
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</tr>
<tr>
<td>Electronic Devices</td>
<td>Confiscate and student may pick-up at the end of the day.</td>
<td>Parent Notification</td>
<td>Parent Notification Confiscate and hold until the end of the school year</td>
</tr>
<tr>
<td></td>
<td><strong>Parent Notification</strong></td>
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<tr>
<td>Failure to Report</td>
<td>1 Day Recess Detention</td>
<td>2 Days Recess Detention</td>
<td>1 Day ISS</td>
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<tr>
<td></td>
<td>Parent Notification</td>
<td>Parent Notification</td>
<td>Parent Notification /S.R.O.</td>
</tr>
<tr>
<td>Cheating or plagiarism</td>
<td>Redo Assignment</td>
<td>Loss of Assignment Credit</td>
<td>Loss of Assignment Credit</td>
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<tr>
<td></td>
<td>Parent Notification</td>
<td>1 Recess Detention</td>
<td>½ Day ISS</td>
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<td></td>
<td></td>
<td>Parent Notification</td>
<td>Parent Notification</td>
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<td></td>
<td></td>
<td>Behavior Contract</td>
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<td></td>
<td>RRPD may be contacted</td>
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<tr>
<td>Ditching</td>
<td>Behavior Contract</td>
<td>½ Day ISS</td>
<td>1 Day ISS</td>
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<td></td>
<td>1-5 Days Recess Detention</td>
<td>Parent Notification</td>
<td>Parent Notification</td>
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<tr>
<td></td>
<td>Parent Notification</td>
<td>RRPD may be contacted</td>
<td>RRPD may be contacted</td>
</tr>
<tr>
<td>Inappropriate Touch</td>
<td>2 Days Recess Detention</td>
<td>1 Day ISS, counseling</td>
<td>1 Day OSS</td>
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<tr>
<td></td>
<td>Parent Notification, counseling</td>
<td>Parent Notification</td>
<td>Parent Notification</td>
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<tr>
<td></td>
<td>RRPD may be contacted</td>
<td>Behavior Contract</td>
<td>Review Behavior Contract</td>
</tr>
<tr>
<td></td>
<td></td>
<td>RRPD may be contacted</td>
<td>RRPD may be contacted</td>
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<tr>
<td><strong>Rough Housing</strong></td>
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<tr>
<td><strong>Inappropriate possession or use of technology</strong> (unauthorized access to software, telephones, accounts or files)</td>
<td>Loss of computer privileges for up to twelve (12)weeks Parent Notification</td>
<td>1-2 Days ISS and Loss of computer privileges for up to two 24 weeks Parent Notification</td>
<td>1 Day OSS Loss of computer privileges for entire school year Parent Notification</td>
</tr>
<tr>
<td><strong>Insubordination, defiance of authority or showing disrespect</strong></td>
<td>2-4 Days Recess Detention Parent Notification Behavior Contract</td>
<td>½ Day ISS, counseling, Parent Notification</td>
<td>1 Day ISS Parent Notification</td>
</tr>
<tr>
<td><strong>Physical or Aggressive contact towards student</strong></td>
<td>½ - 2 Days ISS Parent Notification, counseling, Behavior Contract</td>
<td>1-3 Day(s) OSS Parent Notification</td>
<td>3-5 Days OSS Parent Notification</td>
</tr>
<tr>
<td><strong>Physical or Aggressive contact towards staff member</strong></td>
<td>½ - 2 Days ISS Parent Notification, counseling, Behavior Contract</td>
<td>1-3 Day(s) OSS Parent Notification</td>
<td>3-5 Days OSS Parent Notification</td>
</tr>
<tr>
<td>Behavior</td>
<td>4th Offense</td>
<td>5th Offense</td>
<td>6th Offense</td>
</tr>
<tr>
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<tr>
<td>Minor Theft</td>
<td>1 Day Recess Detention&lt;br&gt;Restitution of Stolen Item&lt;br&gt;Parent Notification&lt;br&gt;Behavior Contract</td>
<td>1 Day ISS&lt;br&gt;Restitution of Stolen Item&lt;br&gt;Parent Notification</td>
<td>1-3 Days OSS&lt;br&gt;Restitution of Stolen Item&lt;br&gt;Parent Notification</td>
</tr>
<tr>
<td>Disrupting a school activity (field trip, event, game, etc.) (Previously listed under Level III)</td>
<td>Loss of next school activity&lt;br&gt;Parent Notification</td>
<td>Loss of next two school activities&lt;br&gt;1 Day ISS&lt;br&gt;Parent Notification</td>
<td>Loss of school activities for the remainder of the school year&lt;br&gt;1 Day OSS&lt;br&gt;Parent Notification</td>
</tr>
<tr>
<td>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.)</td>
<td>1-2 Days Recess Detention, possible loss of grade or credit, Parent Notification</td>
<td>2-4 Days Recess Detention, possible loss of grade or credit, Parent Notification&lt;br&gt;Behavior contract</td>
<td>1 Day ISS&lt;br&gt;Parent Notification&lt;br&gt;RRPD may be contacted</td>
</tr>
<tr>
<td>Possession of inappropriate materials (toys, electronics, explicit materials)</td>
<td>Confiscate and student may pick-up at the end of the day</td>
<td>Parent Notification&lt;br&gt;Confiscate and parent must pick up in the office&lt;br&gt;Behavior Contract</td>
<td>Parent Notification&lt;br&gt;Confiscate and hold until the end of the school year</td>
</tr>
<tr>
<td>Possession/use of tobacco, rolling papers or incendiary paraphernalia at school or school sponsored event.</td>
<td>½ Day ISS&lt;br&gt;Parent Notification, counseling,&lt;br&gt;Behavior Contract</td>
<td>1 Day ISS&lt;br&gt;Parent Notification, counseling,&lt;br&gt;RRPD may be contacted</td>
<td>1 Day OSS&lt;br&gt;Parent Notification&lt;br&gt;RRPD will be contacted</td>
</tr>
</tbody>
</table>

**Additional Consequences after Level I and Level II**
Failure to comply with disciplinary consequences includes multiple referrals and not necessarily for the same behavior.

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

<table>
<thead>
<tr>
<th>Behavior</th>
<th>1st Offense</th>
<th>2nd Offense</th>
<th>3rd Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arson</td>
<td>10 Days OSS pending hearing Parent Notification</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assault/Battery of a staff member or student</td>
<td>3-5 Days OSS Parent Notification Behavior Contract</td>
<td>5-10 Days OSS pending hearing Parent Notification</td>
<td></td>
</tr>
<tr>
<td>Communicating intent to harm a staff or student</td>
<td>1-3 Days OSS Parent Notification Behavior Contract</td>
<td>5 days OSS Parent Notification Behavior contract</td>
<td>10 Days OSS pending hearing Parent Notification</td>
</tr>
<tr>
<td>Bomb Threats/False Alarms/Explosives</td>
<td>10 Days OSS Pending hearing Parent Notification</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conduct Description</td>
<td>ISS/ OSS Duration</td>
<td>Additional Actions</td>
<td></td>
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<td>------------------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>Gang Related Activity</td>
<td>1 Day ISS</td>
<td>3 Days OSS Parent Notification, Behavior Contract</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Parent Notification</td>
<td>10 Days OSS pending hearing Parent Notification</td>
<td></td>
</tr>
<tr>
<td>Habitually Disruptive</td>
<td>6-9 Days OSS Parent Notification</td>
<td>10 Days OSS Pending hearing Parent Notification</td>
<td></td>
</tr>
<tr>
<td>Harassment/Bullying (Physical, racial, verbal, electronic, intimidation toward</td>
<td>1/2-2 Days ISS Parent Notification, counseling</td>
<td>3-5 Days OSS Parent Notification</td>
<td></td>
</tr>
<tr>
<td>another student, bullying, etc.)</td>
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<tr>
<td>Making a false 911 call or pulling a fire alarm</td>
<td>1-3 Days ISS or OSS Parent Notification</td>
<td>4-10 Days OSS Possible Hearing Parent Notification</td>
<td></td>
</tr>
<tr>
<td>Personal substance abuse (solicitation, possession, consumption, or being under</td>
<td>5 Days OSS Parent Notification, counseling, Behavior Contract</td>
<td>10 Days OSS pending hearing Parent Notification</td>
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<tr>
<td>the influence of alcohol, drugs, look-a-likes, e-cigarettes or other controlled</td>
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<tr>
<td>substances including OTC drugs and prescription drugs and/or possession of</td>
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<td>paraphernalia)</td>
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<tr>
<td>Selling or distributing alcohol, drugs, look-a-likes, or other controlled substances</td>
<td>4-10 Days OSS pending hearing Parent Notification</td>
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<tr>
<td>including OTC drugs and prescription drugs</td>
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<tr>
<td>Sexual Harassment</td>
<td>½ - 2 Days ISS Parent Notification, counseling, Behavior Contract</td>
<td>3-5 Days OSS Parent Notification, RRPD may be contacted</td>
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<td></td>
<td></td>
<td>5-10 Days OSS pending hearing Parent Notification</td>
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<tr>
<td>Offense Description</td>
<td>OSS Pending Hearing</td>
<td>ISS</td>
<td>S.R.O. Contact</td>
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<tr>
<td>Sexual Misconduct</td>
<td>5-10 Days</td>
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<td>OSS pending</td>
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<td>hearing</td>
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<td></td>
<td>Parent Notification</td>
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<tr>
<td>Theft/Extortion</td>
<td>3 Days ISS</td>
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<td></td>
<td>S.R.O. Contact</td>
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<td></td>
<td>Parent Notification</td>
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<td></td>
<td>Restitution</td>
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<tr>
<td>Vandalism (involved</td>
<td>1-5 Days OSS</td>
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<td>in altering,</td>
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<td>defacing or</td>
<td>Loss of privileges</td>
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<td>destroying school</td>
<td>and restitution</td>
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<tr>
<td>or private property,</td>
<td>Parent Notification</td>
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<td>including technology)</td>
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<tr>
<td>Possession of</td>
<td>1-10 Days OSS</td>
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<tr>
<td>Weapons or Look A</td>
<td>pending hearing</td>
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<tr>
<td>likes</td>
<td>Parent Notification</td>
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<td></td>
<td>RRPD may be contacted</td>
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</tr>
</tbody>
</table>

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English (3 pages) and Spanish (4 pages) here.