

**Colinas del Norte Elementary School**  
**1001 Night Sky Avenue NE**  
**Rio Rancho, NM 87144**  
**(505) 896-3378 / Fax (505) 896-3387**

### *A Letter from the Principal...*

Welcome to Colinas del Norte Elementary! The faculty and staff at CdNE is a group of highly dedicated professionals who strive to make life in our elementary school a productive, rewarding experience for every student. Each person on our campus, from the office and support staff to our excellent child nutrition staff, is an important team member in providing a challenging and nurturing environment that successfully starts each child on the path to becoming all he/she is capable of being. We take pride in our commitment to provide a supportive and challenging learning environment where all children will become high achieving students.

We are also fortunate to be a part of a community that takes an active role in promoting the academic and emotional growth of each child that enters our doors. Parents and community members are in a partnership with the school through encouragement and active participation to support a positive educational experience. There are many ways that parents can become involved. We invite all parents to join our PTA, attend school-sponsored events, and/or volunteer in their child's class.

Please feel free to contact us with any questions, comments, or suggestions. We look forward to meeting you and working together this upcoming school year. We are all proud to be Colinas Hawks!

Laura Moore  
Principal

Lori Rogers  
Assistant Principal

### **Welcome to Colinas del Norte Elementary School on behalf of the PTA**

#### **Who are we?**

The CdNE PTA is a group of parents, teachers and staff members who believe that parent involvement is crucial to the success of the students at Colinas. We offer activities for our students that allow them to

experience fun times with their families on the Colinas campus.

#### **What is our goal?**

Our goal is simple; the success of the students at Colinas. We want each and every student to perform to the best of their ability and will do what we can to ensure their success. Encouragement and support from parents, staff and community members help to promote student success.

#### **How you can help!**

It's easy to help: Simply join the PTA! We welcome parents, aunts, uncles, grandparents, staff members and teachers to join the PTA! The amount of time that you give is completely up to you! Whether you volunteer in the classroom, selling popcorn and pickles or helping at one of our many events throughout the school year, every minute is valuable and very much appreciated! We have several meetings during the year, which allows you to have input in our events. We also sponsor a few fundraising opportunities and your support with those is also quite important

Sincerely,

Farrah Hurd

### **Abbreviated/Snow Days**

The abbreviated day is a shortened day that begins two hours later than the regular schedule when hazardous road conditions (i.e., icy streets) endanger the safe transportation of students. Bus schedules are also delayed two hours. The RRPS automated phone system will make an abbreviated day announcement by 6:30 a.m. Radio and television stations are also notified by this time. School cancellations also will be announced. On an abbreviated day, school hours will be 9:30 a.m. – 1:55 p.m.

### **AM Student Drop Off/ Arrival**

A primary goal of Colinas del Norte is to make certain that each and every student is safe; therefore, we are asking for your assistance in adhering to these policies:

All Visitors/Volunteers are required to sign in at the Front Office and register through our RAPTOR system. You will be given a temporary pass once we have verified your driver's license. Your driver's license only needs to be run through our system once. This will include parents or other authorized person(s) that wish to escort their child to class after the 7:35 *Late Bell* has rung. Adult must sign the child in at the office.

**Car Pick up and Drop Off Zone:** We encourage parents to pick up their child(ren) in the drive-thru off of Night Sky Ave NE (23rd Ave) on the east side of CdN Campus. This is a ONE WAY Loop (east to west) designed so that parent/guardians do not have to leave their vehicles. Please don't leave vehicle unattended in this area. Staff members are on site to help students exit or enter the vehicles on the right hand side. Student should never cross in front of or between cars. Please ask a staff member for any additional information. Promptly pull away (5 MPH) once students have exited (or entered) the vehicle. Never back up in this Zone. Kindergarteners are not allowed to walk from parent drop off, due to safety concerns.

Please be extremely cautious and drive slowly (5 MPH) on the CdNE campus. Children are often unaware of your vehicles' presence, so it is the responsibility of every adult to watch out for children. Please avoid cell phone use while driving on campus. Rio Rancho DPS officers are often on campus to assist with safety and traffic concerns. Please avoid difficult situations and follow all traffic guidelines. Violation of traffic/parking rules will result in a citation from RRDPS.

**Park and Walk Zone:** We do NOT have Staff on campus until 7:15am. After 7:15, your child can enter the front entrance and line up at their assigned class spot to enter their classroom. Due to district policy, all adults must check into the office to walk their children to class or to make a class visit. Please use the Cross Walks. Parents *may not* drop their children off in the Front Parking Lot. Staff Members on duty are available to answer any questions you may have.

## **Attendance**

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. (RRPS Board Policy 305-1 view at [www.rrps.net](http://www.rrps.net)) 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 10:30 am. 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. Perfect attendance is for students who are at school on-time everyday with no early dismissals. Absences will be excused for the following reasons: doctor's appointment (please bring in doctor's note), illness (a doctor's note is required after 3 days consecutive absences), a death in the family, emergency, religious commitment, diagnostic testing or other circumstances approved by the school administrator. We understand there may be some circumstances in which students may not be able to attend school. In such cases, it is important for parents to communicate with the front office to make the school aware of all absences and circumstances surrounding them. Please note that even though you may have reported an absence, absences such as vacations are recorded as "unexcused" as per district policy.

A parent/guardian must telephone the Attendance Line (896-3378 ext 1) by 8:30am every day student will be absent and state reason for absence. In the event contact has not been made, a staff member will make a reasonable attempt to contact parents before noon. (Safe Arrival Program) If the Front Office was unable to contact parents in reference to an absence, it is the responsibility of the parent to present a signed & dated NOTE to the Office stating the reason for the absence

1. If a student is absent for all or part of three (3) successive school days during which time his or her parent has not contacted the school and given an appropriate reason for the absence as required by Section D.1, the principal or his /her designee, shall, by the end of the school day, of the first day following the three (3) day period, contact the parent by telephone, electronically or in person to give notice of the student's absence and to determine and document the reason for the absence. The principal shall document such attempts or contacts.

2. If a student accumulates three (3) unexcused absences during a twenty (20) day period, the school principal, or his/her designee, shall contact the parent in writing, by mail or personal service to schedule a meeting with the parent to identify the causes for the student's truancy, identify what actions can be taken that might prevent the student's truancy, identify possible school and community resources to address the causes for the student's truancy, and establish a corrective action intervention plan to address the student's truancy. At the meeting the parent will be provided with a copy of the Law. The principal and parent will sign the intervention plan and the parent will be provided one copy of the plan.

3. If a student has accumulated the equivalent of five (5) unexcused absences within any school year, the principal or his designee shall notify the parent in writing, by mail or personal service of a date, time and place to meet and discuss the student's continued truancy. The principal, or his or her designee, the parent and the student shall hold an in person meeting to review the student's intervention plan and to make any modification deemed necessary to prevent additional unexcused absences. The parent, student and principal shall sign any modified plan and the parent shall be given a copy of the modified plan.

4. A notice of habitual truancy shall be delivered to the parent by mail or personal service after a student's tenth (10th) unexcused absence in a school year. The notice shall include a date, time and place for the parent to meet with the principal to again review the modified plan.

5. If unexcused absences continue after written notice of habitual truancy has been served on the parent, the principal or his/her designee shall report the student to the proper Probation Services Office within seven (7) days for investigation as to whether the student shall be considered a neglected child or a child belonging to a family in need of services and thus subject to the provisions of the Children's Code.

6. For each student who is a habitual truant, the school shall document and maintain records of the attempts by the school to notify the parent that the student had unexcused absence; attempts of the school to meet with the parent to discuss intervention strategies; and intervention strategies implemented to support keeping the student in school.

7. Withdrawal, as provided in Section 22-8-2 may be considered by a school only after intervention efforts outlined in this policy have been exhausted.

**Tardies:** The first few minutes of a school day sets the tone and focus for the rest of the day. To ensure your child the best opportunity for a good education, be certain that he/she arrives to class on time. Students who arrive late to class cause a disruption to the educational process. After the 7:35am Tardy Bell you are required to check your student in at the Front Office. This is considered an unexcused tardy unless student has been to a Medical Appointment. After (10) Unexcused Tardies, the

parent/guardian will be contacted by an Administrator.(See compulsory School Attendance Regulation 22-12-2, distributed by CdNE in registration folder.)

### **Bus Information**

The bus lanes to the Northwest of the Main building are for buses only. Students are not permitted to be picked up or dropped off in this zone. The purpose of a separate area is to keep buses away from cars in order to ensure the safety and well-being of all students. Students will not be released to parents from the BUS ZONE. Please do not enter this area during bus drop off or school dismissal.

**Bus Numbers:** Each bus has an assigned number and opening where the children will be picked up by the buses. A list of the numbers will be made available at the beginning of the school year. Transportation routinely sends out bus passes to returning students via USPS at the beginning of the school year. The address on student's registration card is the address used. If a change has occurred the Front Office will get a new Bus Pass made for you.

The west parking area, near the bus lanes is designated for staff only. This zone is never to be used for picking up or dropping off students.

Parents who volunteer for field trips or other all day school activities are welcome to park in the Front Lot.

### **Bus Discipline**

- The school bus is an extension of the school campus. All school rules and regulations must be followed. Students will lose their privilege of riding the bus if they do not follow the district bus riding rules. Temporary suspension or permanent suspension of bus riding privileges will be the consequence for continued student misbehavior.
- Students are to board the bus as directed by the bus driver. The bus driver is in charge while students are on the bus and his/her directions must be followed. Once on board, students may not leave the bus.
- Students who ride the bus must remain on campus at all times. If students leave campus, they will not be permitted to return and ride the bus home.

- Students are issued a Student Transportation Handbook at the beginning of each school year. It contains all information regarding RRPS transportation, including eligibility, registering to ride a bus, and bus rules. The handbook is also available online at <http://student-transportation.rrps.net>.

**\*\*NOTE: Children may only ride their assigned buses.** All bus changes, temporary or permanent, require bus passes. Bus passes are available in the front office. A 24 hour notice in the form of a letter or phone call to the front office from Parents or Guardians is needed to create a new bus pass.

### **Consequences for Violation of Bus Rules:**

The following list of consequences will be applied to all students who violate the bus rules. The following list is intended for information purposes. **The type or severity of the violation may result in the need to bypass some or all steps.** The CdNE administration or the RRPS transportation department may suspend a student from the bus at any step for severe violations (Severe violations include but are not limited to fighting, possession or use of drugs/weapons, physical harm to the bus driver, vandalism, or objects thrown from the bus.).

**Step 1:** Verbal warning to the student, with a report to parent/guardian.

**Step 2:** Disciplinary action will be taken at the discretion of the CdNE administration, depending on the seriousness of the incident.  
Report sent to parent/guardian.

**Step 3:** Suspension of riding privileges; the length of the suspension dependent on the severity of the incident. Report sent to parent/guardian.

### **Bicycles / Walkers**

Students who walk to school must use the crosswalks when entering the campus for safety. If you have given your child permission to walk to school, please let your child's teacher know. If your child rides a bike to school they must walk the bike to the bike rack once they reach the campus. **NO RIDING IS PERMITTED ON SIDEWALKS.** Please have students lock their bikes on the bike rack.

### **Birthdays**

Should you wish to celebrate your child's birthday with his/her class, please notify the teacher several days ahead of time so the teacher may

schedule for the activity. If you choose to have your student hand out birthday party invitations, please hand out one to each student in the class.

### **Cafeteria**

The cafeteria provides well-balanced meals for a reasonable cost. Free and reduced price meals are available to those students who qualify. Applications, to be completed by the parent, are available in the main office. Students who bring a sack lunch may purchase milk, water, or juice. All students are asked to keep the cafeteria clean by depositing litter in the appropriate containers.

Students who lose their lunch money may charge a lunch tray but must pay the cafeteria on the following day. No more than two consecutive charges may be made. If charges are not paid, the student will not be allowed to charge in the future, but will be provided with a sandwich and milk instead. Parents may purchase a block of meals (until 9 a.m. daily) in advance from the cafeteria manager. Parents may also pay for lunch online using [mymealtime.com](http://mymealtime.com), using their student's school identification number. Please consider paying in advance so the lunch line moves quickly.

Breakfast is provided free of charge each day for all CdNE students in their classrooms when the bell rings at 7:30. Breakfast typically will include an entrée, fruit, and juice or milk. Lunch includes choice of entree, 2 choices of fruit or vegetable, and juice or milk.

### **Lunch Prices:**

Student Full Price: \$2.15	Student Reduced Price: \$.40
Adult Lunch: \$3.50	Child Visitor Lunch: \$2.15
Milk: \$.50	Water: \$.75
Entrée: \$1.35	Juice: \$.35

### **Communication**

CdNE publishes the HawkTalk parent newsletter once each month. Events, policies, newsletters and calendars are posted on our website: <http://colinas.rrps.net/>. Please contact these areas as well as individual teacher websites to stay current on the many events at CdNE.

### **Child Pick-Up**

- Students will be released only to their parent/guardian or the person(s) identified as the emergency contact on the student's card with a photo ID.

### • **Emergency Card – Change of Information**

If you need to change the name(s) of the person(s) allowed to pick up your child, please do so in the office. Please be patient as the staff is acting on your child's behalf.

- When picking up children at dismissal, parents should wait for students behind the yellow line outside the gate in the front of the school or in the Parent pick up/drop-off zone.
- Taking Students out early is an obvious disruption of their educational opportunity. Please make every effort to schedule appointments around your child's school hours. If you are picking up your child before the school day is over, you will need to sign him/her out at the office before 1:30 p.m. Please be prepared to show identification.
- Students cannot be called out from class until parent is in Front Office. **Students will not be checked out after 1:30pm.**
- Parents picking up their students after school at the FRONT GATE should wait behind the yellow line on the sidewalk. The gate will be opened by a Staff Member for our 1:55pm release time.
- If a parent is late picking up a child (**after 2 p.m. each day**) the duty staff will take all waiting children to the office where parents will be required to sign out and pick up children. Administration will contact parents if a transportation issue conflicts with student pick up. In the event a parent does not pick up a child for an extended period past dismissal, school administration may contact Rio Rancho DPS to pick up the child at school
- Students Achieving for Excellence (SAFE) offers an excellent on-site child care program if students need before or after school care. Information on the RRPS SAFE program is available by calling 896-0667, x. 237. Students are not to be on the school grounds except during regular school hours, unless they are participating in school-related activities (e.g. SAFE, Scouts, after-school programs, etc.).

### **Counseling**

Our counselor and social worker are at your disposal regarding students' personal, social, and academic concerns (including program planning).

Counseling is available by appointment. Contact the school counselor if you have questions regarding our counseling program.

Parent conferences are an integral part of the counseling services at CdNE. Counselors, teachers, and/or administrators are available for conferences with parents and students regarding students' progress.

Parents, classroom teacher, counselor, and administrator may initiate conferences. The student may be asked to be present at the parent conference, with the intent that it can be a learning experience. Our counselor often assists students with issues such as conflict resolution and other concerns students may have with their peers.

### **Discipline**

The school staff works with all children to create an orderly environment to learn and be safe. Our behavior policy is discussed with each child at the beginning of each year. Teachers will first use steps to warn a child to help correct behaviors in the classroom. If a child continues to disrupt the class or the behavior is severe, the discipline will be handled by the administration. Students may have to sit out and not participate during recess, participate in community service, or spend time in the administrative office or another classroom. The following steps will be taken for the behavior plan:

**Step 1:** Warning, plan developed and behavior slip sent home. (This step will be handled by classroom teacher or duty staff only.)

**Step 2:** Behavior slip issued and sent home, child spends recesses in a responsibility area and/or other interventions as indicated. (This may be directed by teacher or administrator.)

**Step 3:** Behavior slip issued and sent home, conference with parents, student, teacher, and administration. Possible 1-3 day suspension and/or interventions as indicated. (Administrators will work with students at this level following discipline matrix. See matrix at the end of the handbook).

**Step 4:** Behavior slip issued and sent home, conference with parents, student, counselor, and administration. Possible suspension for 2 or more days (Administrators will work with students at this level following discipline matrix. See matrix at the end of the handbook).

CdNE will continue to participate in the RRPS POSITIVE BEHAVIORAL SUPPORT (PBS) program. PBS programs teach students school-wide expected behaviors on the bus, in the playground, and in the hallways, walkways, bathrooms, cafeteria, courtyard and dismissal zones. These positive behaviors are related to our generalized standards for behavior represented by the letters SOAR which refer to "SOARING Colinas Hawks". These letters remind us to be at all times:

**S**afe

**O**rganized

## Be Accountable, and Respectful.

Students are taught and asked to practice expectations in the location in which they are expected to use them in the first week of school.

SOAR awards are given randomly as we catch students using expected behaviors and entered into a raffle. Every popcorn day, three students' awards are drawn from each grade level; these students receive one free popcorn. Every month, there is one "SOARing Hawk" award winner from each classroom that receives a certificate and special award from the principal for exhibiting all SOAR behaviors. There will be a SOARing Hawk assembly every other month throughout the year to celebrate the accomplishments of these excelling students.

\*Please keep an eye out for monthly tips in our school newsletter, "Hawk Talk", listed in the PBS section. Family support reinforces for the children the importance of positive behavior both at home and at school. Together we can make a real difference!

Since the PBS system has been utilized here at Colinas del Norte, there has been a marked improvement in general student behavior campus wide, and students have been able to apply common positive language as they recognize the positive behaviors of their peers. We are excited to continue this program to increase the levels of positive behavior even further.

### **Dress Code – RRPS Board Policy 349**

**Students are expected to be neat, clean, and appropriately dressed for learning. Interpretation and discretion of the following dress code is subject to administrative approval.**

Enforcement of this policy shall be in accordance with District disciplinary procedures for students. Enforcement of this policy shall not infringe on any individual's religious beliefs or protected free speech.

#### **Dress Code and Standard of Decency**

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

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

#### **A. Allowed:**

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

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

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

### C. Other provisions:

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

#### **Waivers**

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

1. **Religious Freedom** - Families whose religious beliefs require wearing attire that does not conform to the dress code and whose membership or affiliation with that denomination or sect can be verified

2. **Health or Physical Disability** - a health or disability issue documented by a medical professional or through an IEP which would preclude the student from being able to wear regular clothes to school for a specified period of time

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

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

4. Colinas del Norte also offers to the community a **Parent Room** which is another resource for families to utilize for items such as clothing, shoes and coats for both children and adults.

NOTE: The portions of the Dress Code and Standard of Decency pertaining to insignia size, the prohibition of pictures or writing on clothing, the display of words or symbols or colors of gangs, drugs, alcohol, tobacco, violence, racism, inappropriate language or images, or symbols of a sexual/sexist nature, and to violations of RRPS Board Policy 346 are not subject to waiver. All students will be expected to comply with these provisions of the standard of decency.

Except as described in the previous paragraph, no student shall be denied attendance at school, penalized or otherwise subject to compliance measures for failing to obey the dress code if a waiver of this policy has been obtained.

#### **Application process for waivers**

Parents of students who qualify for a waiver must fill out a waiver request form at the student's school site during the two weeks prior to the opening of school. Parents of students new to the district must apply for a waiver within two weeks of the date of the student's enrollment. During the two-week period students must meet the district's dress code expectations.

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

#### **Appeal of denial of waiver**

The decision of the principal or school site administrator may be appealed to the Superintendent or designee whose decision shall be final. Any parent requesting review by the Superintendent must submit a request in writing to the Office of the Superintendent within three (3) working days of the principal or administrators' denial. The

Superintendent shall issue a final determination within three (3) working days of receipt of the request for review.

### **Annual policy review**

This policy will be subject to annual evaluation and review in a manner to be determined by the Rio Rancho Board of Education. Each school can answer specific questions, or you may also call 896-0667, x.129.

### **Early Dismissal**

In the event that the school found it necessary to send students home early, such as in the case of the loss of water, electricity or a weather event, parents would be notified through the phone notification system.

### **Electronic Devices**

Items such as radios, MP3 players, laptop computers, cell phones, Gameboys, CD players, miniature televisions, or any similar devices are not allowed to be used on campus between 7:15 a.m. and 2 p.m. without the written permission of an administrator. Items will be confiscated. On the first offense, the parent may pick up the item from the office; subsequent offenses will result in the item being held until the end of the term. CdNE is not responsible for the loss of or damage to any personal electronic device.

### **Emergency Practice**

Emergency procedures will be practiced monthly at Colinas del Norte.

- A fire drill will be held each month
- A lockdown drill will be held each month
- We will hold an Evacuation drill during the first semester
- We will hold a Shelter in Place drill once during each half of the school year

### **Evacuate**

#### **Evacuate Condition**

Evacuate is called when there is a need to move students from one location to another.

#### **Examples of Evacuation Conditions**

- a. Fire

- b. Gas Leak
- c. Bomb threat
- d. Post incident evacuation

### **Field Trips**

With your help in fundraising, the PTA helps provide funds for busing for field trips for each class. Field trips are an important part of the educational process and are an enriching extension of classroom studies. Please note:

- The school-wide discipline policy is in effect on all field trips.
- Students must have a signed permission form to go on the trip. A phone call will not suffice.
- Field trips must be an extension of classroom learning and be educational in nature.
- School buses must be used – no privately owned vehicles allowed.

#### Guidelines for Chaperones:

- Chaperones must be age 21 or older.
- Only a limited number of chaperones can be accommodated for each field trip. The number of chaperones will be determined by the classroom teacher.
- Chaperones who supervise children must have completed the RRPS process for becoming a volunteer.
- A chaperone may not use alcohol before or during the field trip.
- Chaperones are expected to follow the itinerary & support the behavior expectations of the classroom teacher.
- Chaperones are expected to inform the classroom teacher if a student presents a discipline problem.
- Chaperones must check out their students directly from the teacher if the student leaves directly from a field trip.

### **Hazing/Harassment/Intimidation/Bullying/Menacing (Board Policy 338)**

The Colinas del Norte Community is committed to providing a positive, safe, and productive learning and working environment. Hazing, harassment, intimidation, menacing or bullying are forms of conduct which are strictly prohibited whether engaged in by students, staff or third parties and shall not be tolerated in the school or in the District.



## **Inclusion Classrooms**

CdNE has developed many different classes to enhance the learning opportunities for all students, some of which are based on an inclusion model. Inclusion is a method of delivering instruction and supporting children and their various learning needs. The students in an inclusion classroom consist of a general education class and a special education class that are considered one class. There is a general education teacher, a special education teacher, and an educational assistant. The general education class has the same academic expectations and is formed like any other class at that grade level.

## **Internet Access**

Colinas del Norte Elementary School has access to the Internet. The Internet is a vast source of information for teachers and students. Before a student is allowed to access the Internet, parents and students will be required to read, sign and return the **Rules for Appropriate Use** form. This document will be distributed early in the school year. Parents may decline to allow their child access to the Internet. If a student uses the Internet without permission or in an inappropriate manner, consequences may include warnings, loss of privilege to access the computer, or other disciplinary actions including suspension from school.

## **Lockout**

### **Lockout Condition**

Lockout is called when there is a threat or hazard outside of the school building.

### **Examples of Lockout Conditions**

The following are some examples of when a school or emergency dispatch might call for a Lockout.

1. Dangerous animal on school grounds
2. Criminal activity in area
3. Civil disobedience

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

## **Lockdown**

### **Lockdown Condition**

Lockdown is called when there is a threat or hazard inside of the school building. From parental custody disputes to intruders to an active shooter, Lockdown uses classroom security to protect students and staff from threat.

### **Examples of Lockdown Conditions**

The following are simply some examples of when a school or emergency dispatch might call for a Lockout.

1. Dangerous animal within school building
2. Intruder
3. Angry or violent parent or student
4. Active shooter

## **Lost and Found**

The lost and found cabinet is located in the hallway across from the cafeteria. Please check the lost and found as soon as possible after having lost an item. **Labeling** items increases the chance that items will be reclaimed. Any unclaimed items are donated to a clothing bank at the end of each month. **Please make sure that your child's items are clearly marked with their first and last name.** This will help us return any lost items. We discourage children from bringing any toys to school. Please do not allow your child to bring any toys to school. CdNE accepts no responsibility for lost clothing or personal items.

## **Music Education**

Students learn through a variety of mediums including music. Our teachers work with the music specialist to integrate voice, instruments, and fundamentals of music into the curriculum. Musical presentations will be scheduled during the year.

## **Nurse's Office**

Heather Lako, RN, and Denise Romero, Nurse EA, provide CdNE students with caring medical assistance. Should your child become ill or

injured, he/she is to report to any school staff member. A pass will be given to the student to go to the nurse's office. If the illness/injury is serious, parents will be contacted immediately. If it is determined that your child is too ill to return to class, then the parent/emergency contact is asked to pick up the child within a reasonable amount of time. The nurse's office keeps an emergency card on file, so it is imperative that they are kept informed of all changes (i.e. phone numbers, medications, physicians). In the event of a serious injury/illness your child will be transported to a local hospital by ambulance.

All medications are administered only through the nurse's office provided that she has a doctor's prescription with proper instructions. Should your child require daily medication please contact the nurse's office – for both prescription medicines and over the counter medications. Parents must have a medication form on file in the nurse's office. Vision and hearing tests are performed on all kindergarten, first, and third grade students.

### **Selling Items**

Students may sell only school-approved fundraising items on the CdNE campus. Items may not be sold during class time, as this may lead to the disruption of the educational process.

### **Physical Education**

Physical Education is the part of the curriculum that encompasses all three domains of learning: (1) psychomotor, (2) cognitive, and (3) affective. P.E. activities are designed to encourage participation, cooperation, sportsmanship, and confidence. The goal of P.E. at Colinas is to foster the appreciation of, and participation in, a life-long healthy lifestyle.

To ensure a positive P.E. experience at Colinas, the following list of expectations should be adhered to:

- Students should conduct themselves in a safe manner.
- Students must wear tennis shoes and dress accordingly on P.E. days.
- Students must listen to and follow directions.
- Students must demonstrate appropriate sportsmanship and teamwork.
- Students are expected to perform to the best of their abilities.

### **Recess**

All elementary children go outside to play and are expected to follow playground rules and stay in designated areas. Help your child enjoy outdoor breaks by dressing them appropriately for the various types of New Mexico weather and conditions. It is imperative that students have a warm coat to wear in the winter, as our recess period lasts 30 minutes. Please label clothing, **especially coats in the wintertime**, in the event the items are found on the playground.

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

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.

### **Section 504**

Under the provisions of Section 504, Rehabilitation Act of 1973, public schools must make sure that all students, regardless of disability, have equivalent opportunities to participate in a free appropriate public education (FAPE). This provision applies to qualifying disabled students whose disabilities are not so severe as to create IDEA eligibility.

The RRPS Section 504 Coordinator is responsible for overseeing compliance with the provisions of Section 504 and for investigating complaints. For further information, contact the RRPS 504 Coordinator at the RRPS District Office, 500 Laser Rd. NE, Rio Rancho, NM 87124, (505) 896-0667.

The site 504 Coordinator for Colinas is the school counselor.

## **Shelter in Place**

### **Shelter Condition**

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

### **Examples of Shelter Conditions**

1. Tornadoes or Earthquakes
2. External explosive devices
3. External airborne irritants or Hazmat
4. Flood

## **Special Education**

Colinas del Norte Elementary offers a variety of special services and programs, including resource room, speech and language therapy, enrichment, and C and D level programs. The special education staff works as a team to ensure that individual student's needs are met. Parents are an integral part of this process and work closely with this team developing their child's individual education plan. Our philosophy is to integrate special education students as much as is appropriate for each child. If you have any questions regarding the special programs, please contact the Site Specialist, Noelle Caceres, at 896-3378.

### **Student Records**

RRPS maintains the following education records directly related to students:

1. Academic records
2. Personal information records
3. Disciplinary records
4. Attendance records
5. Health records

6. Progress records
7. Standardized testing records

- A. Access to individual education records is limited to:
1. Parents of students under 18
  2. Parents of students over 18 if such student is a dependent as defined in the Internal Revenue Code
  3. Students
  4. Officials of this school district who have a legitimate educational interest
  5. State and local officials to whom information is required to be reported
  6. Certain testing organizations
  7. Accrediting organizations
  8. Appropriate persons in connection with an emergency
  9. Pursuant to subpoena or court order.
  10. To any person with the written consent of the parent of students under 18 or the student over 18;
  11. To a school or schools in which a student seeks or intends to enroll.
- B. RRPS policy requires that educational records be kept to an essential and relevant minimum. Records are reviewed at the end of each school year, and non-essential or irrelevant material is deleted.
- C. RRPS policy limits the right of access to education records to the persons and under the circumstances indicated in paragraph B above. RRPS policy requires that copies be made available to persons entitled to copies at the cost of \$.25 per page. RRPS policy provides individuals the right to challenge the contents of records. If records contain information on more than one student, the right to inspect relates only to that portion of the records concerning the particular student in question.
- D. Transcripts/school records will be released to the proper school authority upon receipt of a record release form. School records will be sent directly to the child's next school upon request of records from that school.

## **Title IX**

Under the provisions of Title IX, Education Amendments of 1972, public schools must make sure that all students, regardless of gender, have

equivalent opportunities to participate in athletics, academics, and training programs. RRPS's Title IX Coordinator is responsible for overseeing compliance with the provisions of Title IX and for investigating complaints. For further information, contact the RRPS Title IX Coordinator at the Rio Rancho Public Schools District Office, 500 Laser Rd. NE, Rio Rancho, NM 87124, (505) 896-0667.

### **Visitors**

We always welcome visitors to our school, but a primary goal at Colinas is to keep everyone safe at all times. We do require therefore that all visitors to the school check in with our front office and receive a visitor's pass through our Raptor system. Thank you!

### **Volunteers**

We welcome and encourage parent and community volunteers. We are asking that you schedule in advance with the teacher to identify a mutually agreed upon time. This will help teachers plan for volunteers in the class and help the office be aware of volunteers in the school. Siblings are discouraged to attend the classrooms during parent volunteer time. This allows volunteers to focus on the class activities.

According to New Mexico state statute, all volunteers must complete the RRPS established process for becoming a volunteer before they are able to work in a volunteer capacity at CdNE. As with all visitors on campus, volunteers must sign in at the office and pick up a pass. The process of obtaining a volunteer badge may take upwards of two weeks to complete through the District Office. As with all visitors on campus, volunteers must sign in at the office and pick up a pass. We will ask that a set of keys are left to secure responsibility for signing out from the school.

### **Ways to get Your Child Involved**

There are a number of ways to get your child involved in the CdNE and Rio Rancho community. Please refer to the HawkTalk parent newsletter and the CdNE website for a list of organizations and phone numbers.

### **Weapons Policy**

The Rio Rancho School Board has adopted a Zero Tolerance Weapons Policy to protect students and staff in our schools. Rio Rancho Public Schools must comply with the Gun Free Act or risk losing federal funds. The United States Government requires our district to prevent anyone from bringing guns to school and requires schools to expel students for

one year for carrying guns. Therefore, we are asking for help from the entire community as we commit to keeping weapons, look-a-like weapons, or any other weapon that is a danger to students out of our schools. In the event that this may occur, CdNE will contact the Rio Rancho Department of Public Safety. Our school policy is simple; no weapons of any kind are allowed at school at any time or at any school event. Our intent is to make your school a safe place for all.

### **Withdrawals/Transfers**

Parents of students who are withdrawing /transferring from CdNE must complete a student withdrawal form available in the front office (Five days advance notice is necessary):

- Pick up a withdrawal form from the office.
- Return all textbooks to the teacher or librarian.
- Have the teacher and librarian sign the form.
- Pay all fines and cafeteria charges.
- Have assigned authorities sign withdrawal form.

Closely following these procedures will help you avoid problems registering at your child's new school.

A withdrawal/transfer cannot be completed until all textbooks, library books, and cafeteria charges have been paid and/or resolved. The new school will request records and we will forward them as is required by law when the procedure is complete.



