



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 are 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

Daniel Bonsell
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, snacks, 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. Feel free to contact us at

cdnepta@gmail.com

Sincerely,
CDNE PTA

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

The school grounds are supervised by staff for student arrival from 7:15-7:30. **Students are not allowed to arrive on campus before 7:15 a.m.**, unless they are attending the SAFE program. We will have staff members to help get the children out of vehicles and monitor the courtyard. 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. **Please do not drop off your child at the curb and let them walk into the school unsupervised after the tardy bell.**

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 sidewalk 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.

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, you may walk your child to the office and receive a badge to walk them to the class line up outside the Pod doors. Parents must park in the Front Parking Lot and escort their child(ren) through the front gate. Please use the crosswalks as you walk your child to the front entrance of the school. Parents **may not** drop their children off in the Front Parking Lot. If you are bringing your child into the cafeteria for the SAFE program, you may not bring them until 6:45. Please use caution and obey the speed limit signs in this area. Staff Members on duty are available to answer any questions you may have.

ATTENDANCE POLICY

Prompt and regular attendance is essential for a student to attain academic success. Missed days, being tardy and leaving early can create gaps in the student's educational process. (You can view the RRPS Board Policy 300 at www.rrps.net) If an absence is unavoidable, parents or legal guardians must call the school **each day** that their child will be absent, and state the reason for the absence. Please call 896-3378, ext. 1 for the attendance line. This call needs to be made before 8:00 a.m.

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. **Notification of any extended absences must be given in writing to the Principal prior to the absence. This includes absences for any medical reason, which may require a note from the doctor. After three illnesses in a row, a doctor's note is required. Vacations during the school year are considered unexcused absences.** We ask that families take their vacation time during the time off provided in within the school calendar to avoid unwanted unexcused absences. This built in time includes Fall Break, Spring Break, Winter Break, and Summer Break. Excessive absences will be documented and may be addressed through a truancy letter and/or by our truancy officer, and an attendance contract will be developed with administration.

If a student has accumulated the equivalent of three (3) unexcused absences within any school year, a truancy letter will be sent home along with a requirement that parents communicate with the principal or assistant principal regarding the absences. After five (5) unexcused absences another truancy letter will be sent home and the principal or assistant principal shall arrange with the parent a time and place to meet and discuss the student's continued truancy (a district truancy officer may also intervene at this time). The principal, or assistant principal, the parent and the student shall hold an in person meeting to create (or review) an intervention plan 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.

6/14/19

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 (and district truancy officer) to again review and modify the plan if necessary.

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.

TARDY POLICY

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.

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.

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 or the Transportation department, 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 at school, 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 and recycling 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, 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: \$2.40	Student Reduced Price: \$.40
Adult Lunch: \$4.00	Child Visitor Lunch: \$2.40
Milk: \$.50	Water: \$.75
Entrée: \$1.75	Juice: \$.40

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 seek out 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 profile with a photo ID.
- **Emergency Contact Information – 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. You will be asked to provide proper identification. 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 proper 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. Staff members will bring children out to parents through the main doors at 1:55. Once they are outside, when they see their parent/guardian, they need to check in with the supervising teacher before they leave.

- 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 ext 215. 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/SOCIAL WORK

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 POLICY

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. When students meet with an administrator to discuss the incident, students are encouraged to problem solve and find a solution that will work for them. When a student receives a referral, a pink copy of the behavior referral form is always sent home with the students.

CdNE will continue to participate in the RRPS POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORT (PBIS) program. PBIS programs teach students school-wide expected behaviors on the bus, playground, and in the hallways, walkways, bathrooms, cafeteria, courtyard and dismissal zones. These positive behaviors are related to our focused on the traits they have been taught.

Kindness (**Kindergarten**)

Honesty and Kindness (**First Grade**)

Responsibility, Honesty, and Kindness (**Second Grade**)

Self-Control, Responsibility, Honesty, and Kindness (**Third Grade**)

Perseverance, Self-Control, Responsibility, Honesty, and Kindness (**Fourth Grade**)

Leadership in all 5 - Perseverance, Self-Control, Responsibility, Honesty, and Kindness (**Fifth Grade**)

Dress Code

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
- Sleeveless tops

B. Not allowed:

- Revealing clothing or see-through clothing
 - . Exposed underwear including boxers, sports bras, and bras c.
- Saggy pants revealing underwear or any portion of the body below the naval.
- Dresses, skirts, shorts, and skorts, including slits, should not be above mid-thigh.
- Pajamas (tops or bottoms), unless it is a sanctioned school function, i.e., pajama day
- Ripped or torn shirts
- . Pants exposing skin above mid-thigh
- h. 'Do-rags' 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 1014, Gang Activity,
- 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, bare shoulders, spaghetti strap tops, halter tops, translucent blouses, midriff shirts/blouses
- Muscle shirts
- **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
- 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.

EMERGENCY PROCEDURES

Weather events, fire, accidents, intruders and other threats to students' safety are scenarios that are planned and trained for by students, teachers, staff and administration. Colinas Del Norte Elementary Administration and staff review and update the plan and procedures annually. RRPS has worked with local police and fire departments to include site plans and procedures in event of an emergency.

LOCKOUT-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 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 – Students and staff are trained for course of action – RUN-HIDE-FIGHT

EVACUATE-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

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

Examples of Shelter Conditions

1. Tornados or Earthquakes
2. External explosive devices

3. External airborne irritants or Hazmat
4. Flood

Evacuation Plan

Once it has been determined that entry cannot be made back into the building steps will be taken to do a secondary evacuation.

1. Our primary evacuation site will be the parking lot at Saint Thomas Vienny Church on Meadows Drive.
 - a. Parent pick up will occur at the parking lot.
2. Our secondary evacuation site will be the park in North Hills.
 - a. Students will be transported to the Park.
 - b. No parent pick up will be done at Colinas.
 - c. Parents will be directed to the appropriate pick up point and will go to the command post to check out their student(s).
3. In the event that there are multiple situations in the school district going on at the same time and evacuation cannot be done to the park, alternative preparations will be made for students to be picked up.
 - a. In the event of a secondary evacuation, parents will be notified by phone (Robo-call) as to the situation and the location to pick up students. Only designated pickup points will be utilized.

Releasing Students – during evacuation

Upon arrival to the command post parents, guardians and personnel authorized to receive students will check in with the administrator/ coordinator with the attendance/ check out sheet. A release form must be signed by any authorized person picking up a student. The coordinator will communicate with radio or runner to the station that have those students to have them meet at the pickup zone.

FIELD TRIPS

Field trips are an important part of the educational process and are an enriching extension of classroom studies. Supervision of our students is a very important responsibility, and we appreciate your commitment to student safety.

The following guidelines outline Rio Rancho Public Schools' expectations for chaperones:

- Chaperones must be at least 21 years old. The only exception to this is a parent who is under 21.
- Chaperones must be approved RRPS volunteers, and wear their ID on the day of the field trip.
- Supervision of students begins and ends at the school campus. Chaperones are expected to check in at the school prior to departure for the field trip and check out once all students are accounted for after the field trip.
- Chaperones need to remain with their assigned group and the activity sponsor for the entire field trip activity.
- Chaperones need to comply with the District dress code and are encouraged to dress appropriately for the activity.
- Chaperones are not allowed to bring other children on the field trip so that the students have the chaperones' undivided attention.
- Chaperones cannot be under the influence of alcohol/drugs, and tobacco products cannot be used during the field trip.
- A chaperone may not search students or their belongings. If the chaperone suspects a student is carrying contraband, she/he should alert an activity sponsor immediately.
- Field trips are an extension of the classroom; therefore, students are expected to follow the school rules while participating in an off-campus activity.

Attendance in field trips is the same as attendance at school. Students must remain with their class throughout the field trip in

order to be counted present. Signing students out while on a field trip is highly discouraged, and may result in an unexcused absence. If any student presents a discipline problem during the day, inform the activity sponsor immediately.

The transportation of students to a school-sponsored activity in privately owned vehicles is prohibited.

If the activity involves a bus trip, chaperones may be required to be seated throughout the bus to help maintain safe bus behavior by following the bus procedures. Some trips may require chaperones to drive their own vehicles if space is not available on a bus. Please follow the sponsor's directions.

- Chaperones must follow the itinerary as set out by the sponsor.
- **Parents/visitors who are not approved chaperones are not permitted to join school groups on field trips. Additionally, they may not remove students from their assigned field trip group without checking the students out, resulting in an unexcused absence.**

HEALTH SERVICES

The health room is a facility where sick or injured students are triaged, assessed, treated and/or referred for further treatment. It is staffed with a Public Education Department licensed school nurse or trained health assistant at all times.

All efforts will be made to return a student to class if deemed appropriate by the health office staff. A student may be considered a candidate for exclusion from school or from the school bus at the discretion of the health room staff. Reasons for exclusion from school or bus may include, but are not limited to: vomiting, diarrhea, fever of 100 degrees or greater, significant injury, or symptoms not responding to treatment. Children may not return to school until they are free from fever for 24 hours without the aid of symptom reducing medications such as Tylenol or Ibuprofen. Children who

have incidents of vomiting or diarrhea may return the following day when the symptoms are no longer present.

All medication will be dispensed according to the Rio Rancho Public Schools medication policy and procedure:

- 1) Prescription medications will be dispensed in the health office when accompanied by a completed Medication Authorization form, and the medication is in its original pharmacy labeled container.
- 2) In the case of over-the-counter medication, the parent will provide the medication in an original sealed container and complete an "Over the Counter" Medication Authorization form.
- 3) All medication will be brought to school by parent or guardian.

Medication forms are available at RRPS Health Services or at your child's school health office.

Students who are placed on antibiotics by their physician must remain at home for the first 24 hours of therapy.

In the case of a serious illness or accident, every effort will be made to contact the parent or guardian. Parents and/or guardians are responsible for updating the emergency card if there are any changes during the school year. If the student's condition appears to be an emergency, the Rio Rancho Emergency Medical System (911) will be called. The decision to transport a student to a local health care facility will be made by the Emergency Medical staff, unless the parent or guardian is present.

One of the functions of the school health program is to promote health through early identification and detection of health problems that may cause disability and/or interfere with learning. All children are screened for vision and hearing, in accordance with the New

Mexico guidelines. If you have any questions related to screenings, please contact the nurse or health assistant at 896-3378, ext. 514.

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. Please do not allow your child to bring any toys or electronics to school. CdNE accepts no responsibility for lost clothing or personal items.

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 20 minutes. Please label clothing, **especially coats in the wintertime**, in the event the items are found on the playground.

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.

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.

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 with proper identification 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.

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 in 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.



