

# Welcome to Stapleton

phone: 505/891-8473 ext "0" for front office



## Times and Attendance

The first bell rings at 8:55 am and the tardy bell rings at **9:00 am**. Any student who arrives after 9:00 am **MUST** be accompanied by an adult and signed in at the Front Office. **Please do not drop your child off at the curb and let them walk into the school unsupervised after the tardy bell.**

Prompt and regular attendance is necessary for all students to attain academic success. If an absence is unavoidable, parents or legal guardians **MUST CALL** the school **EACH DAY** by 9:30 am to report that their child will be absent, and must state the reason for the absence. If no reason is given, then the absence will be marked **Unexcused**. Please call 891-8473, ext. 1 for the attendance line.

**If you need to pick up your student early, please remember students are not released 30 minutes prior to dismissal bell.** 3:30 pm (M, T, TH, F) and 12:15 (W). You **MUST BRING IN YOUR PHOTO ID**. Only those persons listed on the child's registration information will be allowed to sign out a student. Be sure to update this information as needed. Updates must be done in person.

## Celebrations/Birthdays

Should you wish to celebrate your child's birthday with his/her class, contact the teacher several days ahead of time so the teacher may schedule the activity. In an effort to promote healthy eating habits at school, we encourage recognition with items such as pencils and stickers. We would like to recommend individualized servings of healthy treats. In addition, please remember that some of our students have food, plant, and latex allergies. If you have no other option except cupcakes, mini sized are better than large ones. Because it is a disruption to the learning environment, please keep balloons, flowers and other celebratory items for the student to receive upon their arrival home. If you choose to have your student hand out birthday party invitations, please hand out one to each student in the class.

**Please remember that these recommendations should also apply to any food brought into school.**

## Attention Volunteers

You will need to go to the Rio Rancho Public School website, [www.rrps.net](http://www.rrps.net) to fill out an online application. All the information and procedures about volunteering for the school are located on the site. **\*IMPORTANT: You will need to be an approved volunteer to attend any field trip or volunteer in the classroom.**

## Classroom Observations

The District actively seeks to create a safe and welcoming environment at all campuses for all District students, staff, parents and other visitors. However, in keeping with the educational goals of the District and its learning community, its primary responsibility must be a to provide a safe and uninterrupted learning environment. Thus, the interests of visitors must be balanced against the needs of students and staff. Please see the front office for Classroom Observation procedures.

**See Student Handbook for more information.**