

# Welcome to Stapleton Elementary School

## STUDENT HANDBOOK 2019-2020



### **Important Phone Numbers for Parents:**

Stapleton Office: 891- 8473

School Extensions:

Office 0

Attendance 1

Registrar 510

Nurse 514

Cafeteria 515

Counselor 519

SAFE 110

### **Bell Schedule**

#### **Monday, Tuesday, Thursday, Friday Schedule:**

First Bell: 8:55 am

Tardy Bell: 9:00 p.m.

Dismissal: 4:00 p.m.

#### **Wednesday Bell Schedule:**

First Bell: 8:55 a.m.

Tardy Bell: 9:00 a.m.

Dismissal: 12:45 p.m.

Principal: Cheryl Clark  
Assistant Principal: Diane Earnest

Rio Rancho Public Schools District Office: 896-0667  
RRPS Transportation Department: 338-0078  
SAFE Program (before and after school care) 896-0667, ext. 51237

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### **ABBREVIATED SCHOOL DAY OR EARLY DISMISSAL**

Abbreviated School Day: In case of hazardous road conditions that would endanger the safe transportation of our students, Rio Rancho Public Schools (RRPS) will run on an abbreviated day schedule. The start of school will be delayed two hours. Bus schedules will also run on a two-hour delay. An abbreviated day schedule is announced on local radio and TV stations by 6:30 a.m. The district phone messaging system will call the primary phone number provided by parents. Information will also be posted on the RRPS website. (www.rrps.net)

### **SCHOOL HOURS WILL BE 11:00 AM -4:00 PM**

**In the event an abbreviated day falls on a Wednesday, the dismissal time for students will be 4:00 pm, rather than the typical 12:45pm dismissal.** Therefore, the Wednesday schedule will be **8:55 AM- 4:00 PM.**

Unscheduled Early Dismissal: If severe weather or other conditions materialize that may negatively impact students during the school day (e.g., utility disruption that cannot be restored), the decision for early dismissal may be made and announced on local radio and TV stations. The district phone messaging system will call the primary phone number provided by parents/guardians.

### **ARRIVAL**

The school grounds are supervised by staff for student arrival from 8:45-9:00. After school, staff are on duty from 4:00-4:15 pm. **Students are not allowed to arrive on the campus before 8:45 am**, unless they are attending the SAFE program, or a school sponsored activity (e.g. breakfast service). **Parents will be called to come and pick up their child if they are on campus before 8:30 am.** Breakfast service begins at 8:45 am. Students are not allowed in the classroom until the bell rings at 9:00 am. Students are supervised at breakfast and on the playground. Students who are dropped off before 8:45 am may be considered abandoned by authorities, as these students are not being supervised. We will have staff on duty to get the children out of vehicles and monitor the playground. Any student who arrives after 9:00 am must come to the office with their parent to be signed in tardy for the day. **Please do not drop your child off at the curb and let them walk into the school unsupervised after the tardy bell.**

### **ATTENDANCE POLICY**

#### **RRPS Board Policy #1000**

Prompt and regular attendance is necessary for all students to attain academic success. Missed days, tardiness, and leaving school early create gaps in instruction and student learning. 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 891-8473, ext. 1 for the attendance line. This call must be made before 9:30 a.m. Classroom instruction at the beginning of the day is vital as it sets the tone and the agenda for learning that day. The first bell rings at 8:55 am, with the tardy bell sounding at 9:00 am. It disrupts learning when a student enters the class late. Please make every effort to get your child to school each day and to be on time.

**Notification of any extended absences must be given in writing to the Principal prior to the absence. This includes absences for any medical reasons, 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 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.

Students are not allowed to leave the school grounds unless a parent or guardian signs them out through the office. Parents must come directly to the office and state the reason needed for an early release and show a state issued picture ID ([RRPS Board Policy #1021](#)). **Only those persons listed on the child's registration information will be allowed to sign out a student.** Once again, pulling a child from class early is a serious disruption to the student and their classmates. Classroom instruction continues until the dismissal bell, so early pickups are discouraged and will be addressed by administrators.

**\*Students will not be released within 30 minutes of the dismissal bell, so please plan accordingly.\***

### **BICYCLE and WALKER SAFETY**

Children are not allowed to walk or ride their bicycles to school. Students living west of Broadmoor are the only exception. The school assumes **NO** liability for any bicycles. All students riding bicycles should wear an approved bike helmet. If a bicyclist rides in the road, the cyclist must obey traffic laws that apply to motor vehicle operators. Teach children to always stop and look left, right, and left again, before entering the road. This is a good pedestrian safety practice, too, for crossing the street.

Skateboards/Roller Blades-Skates/In-Line Skates/Heelys are never allowed on campus, and will be confiscated during the school day and parents will be asked to pick up the item at their convenience.

### **BULLYING – School Board Policy #1010**

Hazing/Harassment/Intimidation/Bullying/Menacing are very serious behaviors and are dealt with in a serious manner. Our entire school staff is required to report bullying incidents. We provide a bully prevention program as part of our school health standards by following Positive Behavior System (PBS) School wide. Our counselor provides guidance lessons as requested. For more information please visit [RRPS Student Services](#) or speak to an administrator at our school.

### **BUS DISCIPLINE PLAN AND RULES**

Please refer to the [RRPS Student/Parent Transportation Handbook](#).

### **BUS TRANSPORTATION**

School bus transportation is provided by RRPS Department of Student Transportation. Students may only ride the bus they are assigned, and they must use the designated stop on their route. If parents have any requests for changes to their child's bus transportation, they must call the RRPS transportation department at 338-0078.

### **CAMPUS SECURITY**

We appreciate efforts to maximize instructional time, but students requiring, pick-up prior to dismissal time must be picked up prior to 3:30 pm (M,T,Th,F) or 12:15 pm (W). Classes may be in the outdoor classroom, with a buddy class, or in specials, resulting in difficulty checking out in the last 30 minutes. Please plan accordingly. Additionally, we will no longer take requests for changes in transportation after 3:30 pm (Wednesday 12:15 pm).

**PLEASE** make every effort to send a written note in the morning to the teacher should there be a change in plans.

Please do not call to have your child waiting in the office for your arrival. Students need to be in class until you arrive with your state issued picture ID to check them out for the day.

Stapleton Elementary School prides itself on being a warm and inviting school community. We value and appreciate our parents and visitors. We want you to feel welcomed on our campus. We think all of you will agree that student safety is our #1 concern. If you plan to be on campus you **MUST** sign in at the front office. If you have a pre-scheduled meeting with a staff member on campus at any time, you must always report to the main office. Visitors must wear a visitor's badge that is acquired from the front office upon checking in. A visitor must provide driver's license or picture ID upon check in.

The system our school has acquired to help protect your children is called the Raptor system and helps track visitors at our school, thus providing a safer environment for the students. When visitor's check-in for the first time, they will be asked to present a valid state issued ID for entering into the system. We feel certain this will help us keep our campus a little safer, and ask for your cooperation in presenting your valid state issued ID when checking in at the school. [RRPS Board Policy #915](#)

### **COMPUTER INTERNET USE AND SAFETY** [RRPS School Board Policy #913](#),

Before a student is allowed access to computers and the Internet on campus, parents and students must read and sign an Appropriate Use Policy Form. These forms are distributed at the beginning of the school year. If the student uses the Internet without permission or in an inappropriate manner, consequences will be applied, including warnings, loss of privilege to access the computer, or other disciplinary actions.

The internet offers a world of resources with the click of a mouse, but there is a dark side to the Internet that poses a variety of dangers for our youth. Every parent must recognize the dangers in order to help their children learn to protect themselves online. We strongly suggest that computers be in common areas. Children should not have a computer in his or her room, or at least no internet access on the computer in his or her room. Learn to use the internet. Experience cyberspace with your child and learn how to check the computer's "History" to see what websites your child is visiting.

### **COUNSELING**

Our school counselor is available to students, staff and families. Academic education is balanced by promoting emotional and social development. On-going groups are offered that help students in areas of friendship, grief and loss, as well as divorce related issues. Groups are open-ended and students may join in or drop out throughout the year.

Students may need to be seen individually on an as-needed basis. A non-intrusive approach, recognizing the importance of play and supporting the student's ability to solve his/her own problems is embraced.

Students may be referred for immediate services such as crisis intervention, mediation support, or referral to an outside agency such as Social Services or to a family-counseling community service agency. Other concerns and activities may be directed through the counseling department, such as: mediation training, educational neglect, physical and/or emotional abuse referrals, career day, art day and classroom presentations as requested. The Six Pillars of Character Counts ideals and intentions are central to our counseling philosophy.

### **DISCIPLINE**

Students receive Behavioral Referral Forms ("pink slips") for safety violations on campus which typically include misuse of equipment or play that may be hurtful to our children. A Behavior Referral Form may also be issued for violations of the school rules from the time students leave their home in the morning until they are in the care of parents or caregivers. 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. Students may be assigned to the Responsibility Room which means they may spend one or more afternoon recesses working

1:1 with a teacher to develop a plan of action, or, in other words, they will decide what to do to “make it right”. When a child receives a referral, a pink copy of the behavior referral form is always sent home to the parents.

### **Major Behavior**

Serious behaviors that will result in an immediate referral to the administration are:

- Communicating intent to harm a staff member or student
- Damage to school property
- Disrespect (habitual)
- Harassment (Physical, racial, verbal, electronic, bullying, etc.)
- Inappropriate touch
- Inappropriate use of technology (e.g., computer, cell phone, electronic games)
- Insubordination towards teacher
- Misuse of or falsifying any official document or communication
- Physical or Aggressive contact towards/against staff member
- Physical or Aggressive contact with student
- Possession of inappropriate material (e.g., explicit materials, tobacco, matches)
- Theft (high value or repeat offense)
- Verbal aggression/bullying (repeat offense)

There are times when a student may receive in school or out of school suspension. We follow a progressive discipline matrix which means that repeat offenses will result in additional consequences.

### **DROP OFF/PICK UP ZONES**

If your child does not ride the provided bus, we are asking that you access the parent pick-up zones at dismissal time. Our staff will be monitoring the area and loading children safely in their cars. The parking lot **IS NOT** to be utilized for drop-offs and pick-ups. For the safety of all, drop-offs and pick-ups are to be only in designated areas. If you must park for any reason, you must wait **OUTSIDE** the building for your child.

Fire lanes must be observed. Vehicles should not be parked in fire zones and may be ticketed. Traffic in the drive-through and parking lot is one way. The speed limit in the drive-through and parking lot is less than 5 miles per hour. Accelerating in these areas is not permitted. It is **NEVER** permitted to drive in reverse in the drive through parking lot.

Please refer to detailed description/map of our parent drop off and pick-up process located in the addendum section of this handbook.

### **ELECTRONIC DEVICES** – [RRPS Board Policy #414](#)

Use of electronic devices is prohibited during school hours. Cell phones must remain off and in backpacks. The school is not responsible for lost or stolen items.

### **EMERGENCY CONTACT INFORMATION**

For the safety of our students, it is imperative that the student emergency information be kept current. In the event of a change of address, phone contacts, or emergency contacts, please notify the office **in person** to update the information. Students can only be released to those listed as their emergency contact. A state

issued ID is required to pick up students to ensure safety. Please do not create a situation where your child is sick or hurt and we cannot contact you.

## **FIELD TRIPS**

Field trips are an important part of the educational process and are an enriching extension of classroom curriculum. The following rules apply on all field trips:

- Stapleton school rules and discipline policy are in effect on all field trips.
- Students must have a signed permission slip to go on the trip. Phone consent **WILL NOT** suffice.
- Field trips are an extension of classroom learning and educational in nature.

## **Chaperones for Field Trips**

- 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 considered 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. Give the sponsor the name of the student and describe the inappropriate behavior.
- The transportation of students to a school-sponsored activity trip 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 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.***

## **FOOD SERVICES**

Sodexo Food Services provide a well-balanced meal for a reasonable cost each day for breakfast and lunch. Menus are sent home with the students each month. Free and reduced lunch prices are available for those families who apply, return the paper work, and are found to be eligible. These forms are available in the office and from the cafeteria manager.

Students may bring money daily for lunch, but parents are encouraged to prepay their child's meals in advance. Payments are accepted in person or may be sent to school with the student. **You can also set up a Mealtime account that you are able to pay for meals online. You can do that by going to RRPS website, under parents then Food Services.** Children are permitted to charge in an emergency, but students are not allowed more than three charges at a time. Parents will be contacted to pay overdue charges and students will be given reminder notices.

## **HEALTH EDUCATION**

Health Education provides the opportunity to motivate and assist all students to maintain and improve their health, prevent disease, and reduce health-related risk behaviors. 6.29.6 NMAC requires all school districts to adopt a K-12 Health Education Curriculum aligned with the NM Health Education Content Standards with Benchmarks and Performance Standards. The K-12 District Health Education Curriculum is available for review. [RRPS Board Policy 3358 Appendix E – RRPS Health Education Plan](#)

## **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 891-8473 ext. 2.

### **MISSING STUDENT**

Attendance is taken in the morning to account for all students. As soon as it is determined that a student is missing, administration will notify parents, and according to the situation, possibly local law enforcement and the district office.

### **PARENT TEACHER ASSOCIATION (PTA)**

The PTA is a vital and active part of Stapleton Elementary. The PTA is always looking for active and interested members. Parental participation is highly encouraged at Stapleton. Sharing just an hour of your time can be quite beneficial to our school's needs. Your help is needed and always welcome.

Designated Fridays of the school year are Stapleton Spirit Days. Students and staff are encouraged to dress in the school spirit colors of turquoise and gold. Stapleton School t-shirts and sweatshirts can also be a good way to display Stapleton spirit. These are available for purchase at PTA sponsored activities. Encourage your child to show his/her school spirit and pride by wearing turquoise and gold on Fridays. Two Fridays per month are also popcorn days. Proceeds from the sale of popcorn support the PTA and classroom activities.

### **POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS)**

The intent of Positive Behavioral Interventions and Supports (PBIS) at Stapleton Elementary School is to create and maintain a safe environment where students can learn and work together in a positive atmosphere. PBIS has an emphasis on student responsibility for problem solving. Every student has the right to be safe on the way to and from school, on the bus, playground, field, hallways, cafeteria, restrooms, and in the classroom. Please review the following information regarding the school rules and PBIS.

Our goal is to define, teach, and support students' efforts to solve problems and contribute to our community by learning from their choices. The primary goal of discipline in our school is to provide and maintain a safe and respectful environment that promotes learning and positive personal growth.

Our school rules for *Coyote Pride* are:

- Be Safe
- Be Responsible
- Be Respectful
- Be Kind

All staff, students, parents and members of the community have a personal responsibility for reducing the risk of violence. We must take steps to demonstrate mutual respect and caring for one another, and ensure that children who are at-risk get the help they need by:

- Identifying problems and assessing progress toward solutions
- Emphasizing positive relationships among students and staff
- Treating students with equal respect
- Creating ways for students to safely share their concerns

- Creating prevention and awareness programs; and
- Engaging students and families in meaningful ways.

### **PETS ON CAMPUS**

Animals **ARE NOT** allowed on campus. Even the most wonderful pet could pose a threat to students. They may bite, scratch, or cause severe allergic reactions. Service animals and therapy dogs must be approved by administration. Special exemption must be made in advance with administrative approval. Please see [RRPS Board Policy #806](#) for more information.

### **PHONE MESSAGES**

Please be sure your child knows where to go after school each day. We can only forward messages to the teacher's voicemail.

### **RETENTION POLICY**

[RRPS Board Policy #411](#)

The New Mexico Public Education Department has identified educational content standards as measured by the state assessment programs and established levels of student proficiency. If a student fails to attain a required level of proficiency, the parent or guardian will be notified and a Student Assistance Team meeting (SAT) will be scheduled to discuss remediation programs designed to help the student. If the student does not attain the proficiency level upon completion of the remediation plan, administration and the teacher may recommend retention. If parents refuse to allow their child to be retained, they will be asked to sign a waiver for one year. An academic improvement plan will be developed for the child for that year. If at the end of the year, the student does not meet proficiency levels, retention will be carried out, even without parent approval.

### **SCHOOL SAFETY PROCEDURES**

Weather events, fire, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff and administration. Stapleton Elementary Administration and staff review and update the plan and procedures annually. RRPS work 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 Dirt Parking Lot on Horno Street.
  - a. Parent pick up will occur at the parking lot.
2. Our secondary evacuation site will be Eagle Ridge Middle School.
  - a. Students will be transported to Eagle Ridge Middle School.
  - b. No parent pick up will be done at Ernest Stapleton Elementary School
  - c. Parents will be directed to the appropriate pick up point 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 Eagle Ridge Middle School 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 has those students to have them meet at the pickup zone.

**STUDENT ASSISTANCE TEAM (SAT)**

The NM Public Education Department requires that each school have a process in place for addressing student needs. To meet this requirement, Stapleton operates a Student Assistance Team. Classroom interventions to help students meet success are required. The team consists of an administrator, teachers, and staff members. This team provides support for the classroom teacher of the student once the referral has been made. Parents are a critical part of this team, and will be invited to all the SAT Meetings regarding a student. If further

evaluations and interventions are needed, the Multidisciplinary Team (MDT) will be called upon to provide more support and assistance.

### **STUDENT PLACEMENT AND CLASS CHANGE POLICY**

Staff and administrators make decisions for placement based on data from student performance measures and classroom teacher information. The following is the policy for class changes:

- No student will be moved within the first four weeks of school. Only the principal can make an exception to this policy.
- No changes in class placement will be considered until the classroom teacher and the parents involved have met and discussed concerns.

### **SUBSTANCE ABUSE**

#### [RRPS Board Policy #1027](#)

It is the position of the Rio Rancho Public Schools that a caring environment is essential in preventing students from becoming involved in harmful substances. Therefore, students in the 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 because substance use and/or abuse may lead to problems that interfere with school behavior, learning and achievement. 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, RRPS prohibits students from using, possessing, distributing or trafficking 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.

### **TEXTBOOKS AND LIBRARY BOOKS**

Students who lose or damage a textbook or a library book must pay for a replacement book. Report cards will be held until all books are returned or payment is made. Students paying for lost books will receive a receipt listing the title of the book and the replacement cost. Students may present the receipt for a refund if the book is found. Monies collected from students for lost or damaged books will be used to purchase new books.

### **WEAPONS POLICY**

#### [RRPS Board Policy #1014](#)

The Rio Rancho Board of Education recognizes that the presence of weapons in school not only creates unacceptable risks of injury or death, but also creates a climate that undermines the educational purposes of the schools. Accordingly, it is the policy of the Board of Education to forbid the possession, custody, and use of weapons by unauthorized persons in and around school property. For purposes of this policy, a “weapon” is any firearm, knife, any explosive device, or any other objects (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.

For purposes of this policy, and for purposes of compliance with the federal Gun-Free Schools Act, a “firearm” is defined as any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer, or any destructive device. Any student found to be in violation of this policy shall be subject to discipline, including long-term suspension and expulsion.

# Addendum

Northern Blvd

Bus Lane only

Staff Parking

Exit Right Only

Red Zone Area enters Horno St. to Northern  
Red Zone Area exits Horno St. to

Visitor Parking

One Way Only

Handicapped Parking

SCHOOL

RED ZONE

NO PARKING

Horno Street

One Way Only

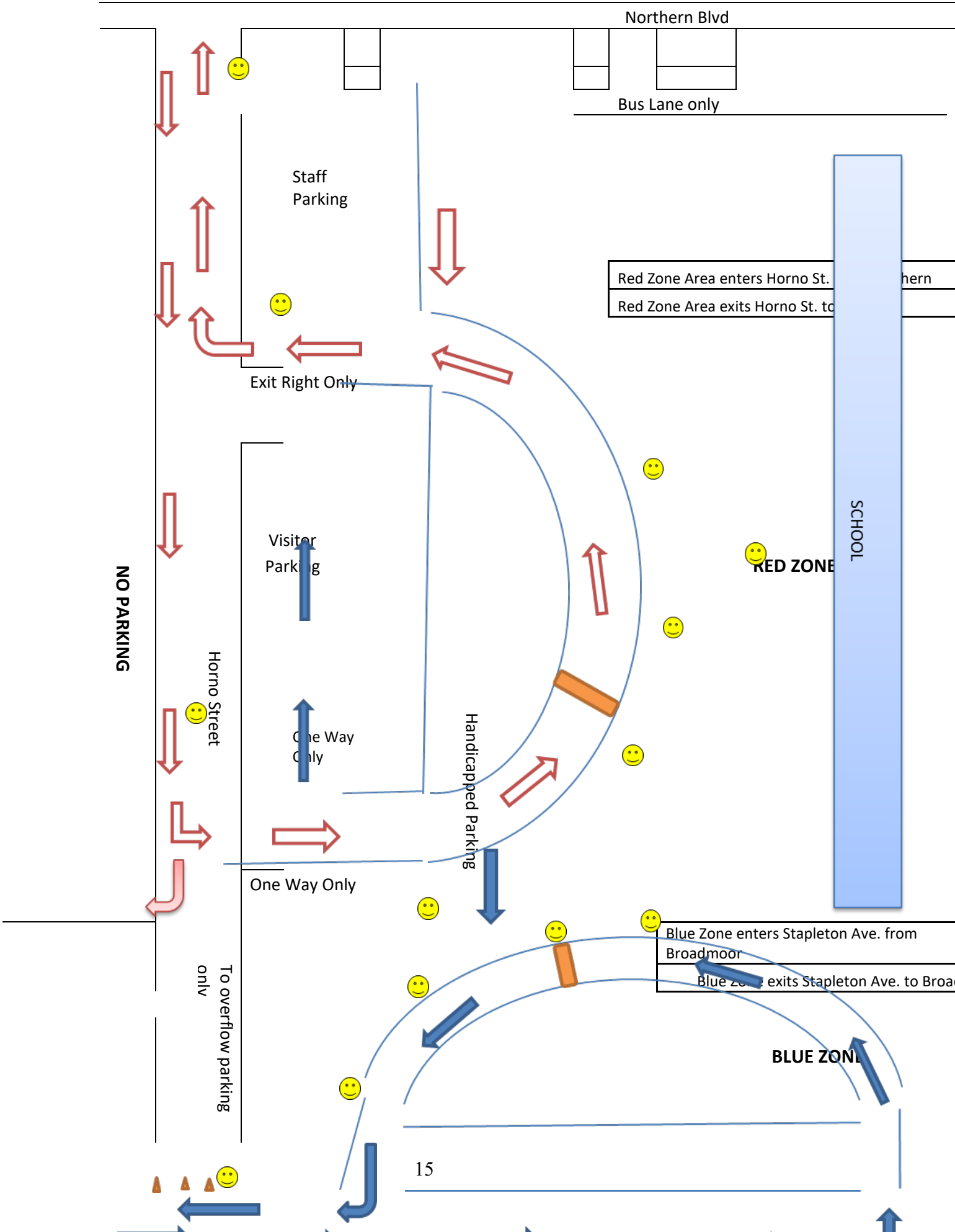
Blue Zone enters Stapleton Ave. from Broadmoor

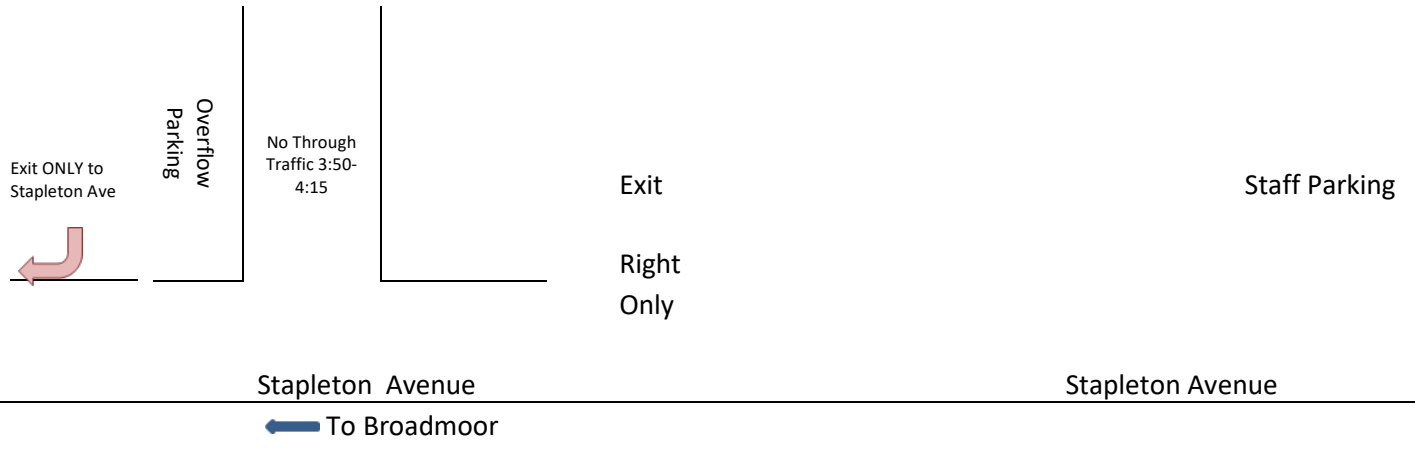
Blue Zone exits Stapleton Ave. to Broadmoor

To overflow parking only

BLUE ZONE

15







Dear Parents/Guardians:

Should an emergency or disaster situation ever arise in our area 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 this 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.

1. Do not telephone the school. Telephone lines may be needed for emergency communication.
2. In the event of a serious emergency, students will be kept at their schools until they are picked up by a responsible adult, who has been identified as such 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.
  - He/she is both aware of and able to assume this responsibility.
3. Turn your radio to **local radio stations/TV stations** for emergency announcements. If students are to be kept at school, radio stations/TV 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.

Students will be released only to parents and persons identified on the School District Emergency form. During an extreme emergency, students will be released at designated reunion gates located on school campuses. Please instruct your child/children to remain at school until you or a designee arrives.

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.

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 the 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.

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 area 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,

Cheryl Clark  
Principal

# Stapleton Elementary Playground Safety Rules 2019-2020

## Goal: Have fun and be safe

Students are expected to be courteous, cooperative, and respectful to adults and other students.

### Equipment:

- Climbing up ladders only
- One student at a time on ladders
- No running or playing tag on or around equipment –on field only
- No writing on equipment (pens, pencils, or markers are not allowed on playground)

### Slide:

- One student at a time, no blocking slide
- Students may only go down slides feet first, and must be sitting down on bottom
- Climbing up slide or hanging off sides is not allowed

### Bars:

- Two hands on bars at all times
- No use of jackets or coats on bars
- Fireman poles are slide down only
- One** student at a time on bars

### Rock Wall Climber and the Rock Mountain

- Only climbing from bottom to top allowed
- NO jumping off

### Swings

- Swings are forward and back swinging only/concrete curb will be waiting area
- No jumping, twisting, or standing is allowed on swing.
- One student per swing
- Student must be able to swing independently, no help to swing

### Obstacle Course – Parallel Bars: Off limits to KN, 1<sup>st</sup> and 2<sup>nd</sup> Grade Students

- Follow directions of arrows (Clockwise)
- Jumping off ladders to reach equipment is not allowed
- Feet dangling at all times, hands on bars at all times
- Climbing or sitting on top of monkey bars is not allowed.

### Field Rules

- Soccer balls and Frisbees must be used on the upper field ONLY.
- No Footballs or playing football (To be determined by campus)
- Shoving, grabbing, pushing or tackling is NOT ALLOWED
- Students will hold the balls on the way to the field.
- Basketballs used only on the basketball courts.
- There will be no hardballs, baseballs, softballs, tennis, bouncy balls or bats at school. (To be determined by campus)
- Students will not climb up the rock slope leading to the field area. Students must WALK up the path to go to the field area.

- No food allowed in play area. Students are to sit in amphitheater or under canopy if eating snack.
- NO candy or gum is allowed on playground.
- Playground and Basketball courts: East court for grades K, 1 and 2; WEST court for grades 3, 4 and 5. (AM RECESS)
- **Sidewalks will be used as border for play area – students are not allowed in dirt areas by windows.**
- Jump roping in bus lane only (Not allowed during AM recess)
- ONLY Blue bathrooms will be used during recess
- When bell rings or whistle is blown, play will stop. Students will walk (no running) to class pick up area.
- Students will keep shoes on at all times while on the playground
- Aggressive behavior, talking back or arguing with adults or other students is not acceptable.
- Fighting, real or play will not be tolerated.
- Throwing of rocks, sand, dirt, woodchips, water or snowballs is not allowed. Stay away from standing water/ice.
- No digging of holes in wood chips or dirt
- IF BASKETBALL COURT IS WET OR ICY IT IS OFF LIMITS.



# Rio Rancho Public Schools



## Welcome to Stapleton!

### Classroom Observations Guidelines Pertaining to Policy #915

*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 to provide a safe and undisrupted learning environment. Thus, the interests of visitors must be balanced against the needs of students and staff.*

1. *The principal at each school site and the responsible administrator for other District buildings shall establish procedures aligned with the following guidelines:*
  - a. *Consider a visitor's request for access to the campus in comparison with potential harm to students and staff including guidelines for security at public performances and athletic events.*
  - b. *Minimize disruptions to the learning environment.*
  - c. *Maintain physical control of all entry points to the campus.*
  - d. *Actively enforce visitor sign-in policies and ensure that signs are posted that explain visitor procedures.*
  - e. *Establish procedures for removal of any visitor who demonstrates conduct which is reasonably perceived as an imminent physical threat to students, staff or school property, causes a substantial disruption to the educational environment or otherwise engages in disorderly conduct as defined in NMSA 1978 Section 30-20-1A.*
2. *The principal or administrator may require a person who enters District property to display his or her driver's license or another form of identification containing the person's photograph.*
3. *Campus staff is authorized to refuse entry to any visitor who is reasonably perceived to be an imminent threat to students or staff based on the visitor's prior conduct on school property or on information obtained through law enforcement data bases, including but not limited to data bases maintained pursuant to the Sex Offender Registration and Notification Act, NMSA 1978 Sections 29-11A-1, et seq.*

*Principals and other building Administrators shall designate a staff member to log visitor activity. This log should show the name of the visitor, destination, date, time in and out of the facility, and purpose of visit. Visitors (other than District employees with District ID badges) will be issued a visitor badge. Visitors may be required to submit a governmentally issued photo identification card on receipt of a visitor's badge. The visitor shall return the badge and be returned the photo identification card when leaving the campus.*

### Specific Procedures for Classroom Observations

1. Schedule date and time with administration or designee.
2. Schedule post-observation with administration or designee, if needed.
3. If the specific staff member is absent on the day of the scheduled observation, then the observations will be rescheduled with the administration or designee.
4. Videotaping, taking photos, and taping, are not allowed during the classroom observation or at any time on the school campus unless preapproved by the administration or designee.
5. There will be a specific location assigned to sit during the classroom observation.
6. The school staff will escort the observer to and from the classroom or area that has been scheduled to be observed.