

SCHOOL PERSONNEL GUIDE

ADMINISTRATION

Lynda Kitts.....Principal
 Jessica Sanchez.....Assistant Principal 8th grade, 7th grade M-Z
 Andy Pierce.....Assistant Principal 6th grade, 7th grade A-L

CLERICAL STAFF

Suzi Lepori.....Administrative Assistant
 Renee Rangel.....Registrar
 Sandra Garcia..... Attendance Clerk
 Connie Beck.....Receptionist

COUNSELING DEPARTMENT

Cindy ThomasCounselor 6th grade
 Tina Garcia.....Counselor 7th grade
 Jessi Meyer..... Counselor 8th grade
 Melissa Tso.....Social Worker
 Jennifer Oesterling.....Social Worker

NURSING STAFF

Tina Cordova.....Nurse
 Kristy Lindsey.....Health Assistant

LIBRARY

Tiffany Bem.....Librarian

CAFETERIA

Gina ColclasureManager

ATHLETICS

Chris BeckAthletic Coordinator

Bell Schedule 2018-2019	
<i>REGULAR CLASS SCHEDULE</i>	
A Lunch	B Lunch
1st HR 8:10 - 8:38	1st HR 8:10 - 8:38
2nd 8:38 - 9:35	2nd 8:38 - 9:35
3rd 9:40 - 10:37	3rd 9:40 - 10:37
4rd 10:42 - 11:39	4rd 10:42 - 11:39
Lunch 11:39-12:09	5th 11:44 - 12:41
5th 12:14 - 1:11	Lunch 12:41-1:11
6th 1:16 - 2:13	6th 1:16 - 2:13
7th 2:18 - 3:15	7th 2:18 - 3:15
<i>WEDNESDAY CLASS SCHEDULE</i>	
A Lunch	B Lunch
1st HR 8:10 - 8:15	1st HR 8:10 - 8:15
2nd 8:15 - 9:05	2nd 8:15 - 9:05
3rd 9:10 - 10:05	3rd 9:10 - 10:05
4rd 10:10 - 11:05	4rd 10:10 - 11:05
Lunch 11:05- 11:35	5th 11:11 – 12:05
5th 11:40 - 12:35	Lunch 12:05 – 12:35
6th 12:40 - 1:35	6th 12:40 - 1:35
7th 1:40 - 2:35	7th 1:40 - 2:35

OFFICIAL SCHOOL CALENDAR
2018-2019

August 6, 7, 8Planning/in-service days for all staff
August 9First day for students – high schools and middle schools
August 9-10Student assessments and parent conferences – elementary schools (grades K-5)
August 13Elementary teachers and staff planning day
August 14First day for students – elementary schools
September 3Labor Day holiday – all schools and district office closed
October 11Staff in-service – all schools: no classes
October 12Fall break – all schools: no classes
October 26Middle school parent-teacher conferences Middle schools only: no classes.
November 6Election Day – all schools: no classes
November 19-20Elementary parent-teacher conferences Elementary schools only: no classes.
November 21 – 23Thanksgiving holiday – all schools closed
December 3Bus rider count day: All eligible students should ride the bus to school
December 19Last day for middle and high school make up exams
December 20 – January 4, 2019Winter break – all schools closed
January 7Staff in-service -- all schools: no classes
January 8Classes resume for all grade levels
January 21Martin Luther King, Jr. Holiday – all schools: no classes
February 13Bus rider count day: All eligible students should ride the bus to school
February 18President’s Day Holiday – all schools: no classes
February 28Elementary parent-teacher conferences Elementary schools only: no classes.
March 1Elementary and middle school parent-teacher conferences Elementary and middle schools only: no classes.
March 22 – 29Spring break -- all schools closed
April 19Vernal Holiday – all schools: no classes
May 23Last day of school; last day of middle and high school makeup exams
May 24*, 28*, 29*Possible weather make-up days
May 27Memorial Day Holiday – district office closed

Please note: Report cards can be viewed via Parents’ Power School account approximately one week following the end of the grade reporting period.

We invite you to visit our website on a regular basis for updates on activities, news, and other important information regarding Rio Rancho Middle School and RRPS.

www.rrps.net

THE PHILOSOPHY OF RIO RANCHO MIDDLE SCHOOL

Rio Rancho Middle School is dedicated to the intellectual, physical, social and emotional development of students during the transition from childhood to adolescence. We recognize the uniqueness of students and strive to provide programs that are centered around their needs.

A core of academic courses complemented by a program of specialized and exploratory activities stressing inquiry and creativity are essential. These courses and programs are primarily designed to allow active participation and result in positive educational experiences.

Rio Rancho Middle School believes that a positive educational climate that is conducive to the needs of the early adolescent will provide a transition between the self-contained elementary and the departmentalized high school. Special interest is taken to provide guidance in values and decision making. High expectations from the school community (parents, staff and students) are necessary for student achievement and the success of our school. This is a place for each child to grow as a person while learning responsibility and consideration for themselves and others.

Education is a lifelong process and we are committed to helping children develop learning skills as well as teaching them to adapt to change. At Rio Rancho Middle School we value the learner as well as what is to be learned.

STUDENT RESPONSIBILITIES

Rio Rancho Middle School students should strive to be proud of themselves and of their school and community. They will recognize their primary purpose at Rio Rancho is to learn and that they are expected to participate in and contribute to the learning atmosphere.

Students at Rio Rancho are expected to:

Succeed academically by:

- ⇒ attending school regularly
- ⇒ getting to class on time
- ⇒ taking all necessary materials to class
- ⇒ staying on task
- ⇒ using a school agenda
- ⇒ completing homework and classwork, including makeup work
- ⇒ dressing appropriately for school
- ⇒ celebrating academic success
- ⇒ not disrupting the learning of others

Show respect for people, property, and themselves by:

- ⇒ welcoming guests politely, including substitutes and parents
- ⇒ reporting vandalism
- ⇒ keeping the hallways and grounds clean
- ⇒ using language appropriate to school (no profanity)
- ⇒ expressing their ideas and opinions in a respectful manner so as not to offend or slander others
- ⇒ responding to reasonable requests of adults and other students
- ⇒ respecting our neighbors' property

Promote physical safety and personal security for themselves and others by:

- ⇒ obeying bicycle and pedestrian safety rules
- ⇒ staying on campus during the school day
- ⇒ volunteering information in matters relating to the health, safety, and welfare of the school community
- ⇒ recognizing that fighting, shoving, and abusing others will have consequences.

Follow the school and classroom rules by:

- ⇒ accepting the rules of each classroom
- ⇒ listening to the announcements on the public address system.
- ⇒ having a signed pass to be in the hallways other than passing periods
- ⇒ asking for clarification if you are unclear about the rules
- ⇒ knowing and upholding the rules of this handbook

PARENT RESPONSIBILITIES

As a parent, what can the school expect of you?

That you send your child off to school on time every morning, clean, healthy, rested, suitably dressed, adequately nourished, and in a frame of mind to learn.

That you treat school as important. That you are interested in every phase of what your child does, and let your child know your interest and concern by listening enthusiastically and often, to him/her, and by participating in school activities.

That you have taught your youngster to respect and cooperate with the teacher, the basic rules of fair play, safety and personal cleanliness, and skills for getting along with others.

That your child is ready to learn in school because you enrich his/her life with suitable experiences, by talking to him/her, by reading to him/her, and by loving him/her.

That it is your responsibility to hold your child to reasonable standards of conduct.

If a misunderstanding occurs about something concerning your child in school, that you make an appointment with the appropriate school staff to communicate your concerns and work toward a solution.

That you be informed about current issues in education in general and the problems of your school in particular.

That you support the school in its decisions about homework, safety rules and discipline.

That you be a partner with the school in the education of your child.

Adapted from an article by Joan Beck in the "You and Your Child" series, Chicago Tribune.

CLASSROOM INTERRUPTIONS

The research on effective schools indicates that classroom interruptions detract from teaching and learning. Teachers need parent cooperation in helping to minimize distractions. Please help us by not asking the school to deliver messages to students about after school plans, reminders of appointments, house keys, and other related items, which can be taken care of before school each morning. Please understand our goal is the education of your student. **Do not ask us to interrupt classes except in emergencies. Students will not be released from class during the last 30 minutes of the day.**

GENERAL INFORMATION

CLOSED CAMPUS

Rio Rancho Middle School is a closed campus. Students may not leave school grounds for any reason without first signing out in the Attendance Office. Students will not be allowed to leave without the express permission (in writing) of a parent or guardian.

Parents are always welcome to visit and observe their child's classes. Any parent or visitor must first check in at the front office and receive a visitor's pass. We ask that you give the teacher 24 hours' notice before visiting the classroom. While this may seem restrictive to some parents, it is our way of protecting your children from strangers coming onto our campus. If you need information from your child's teacher, please don't hesitate to schedule an appointment for a conference. This can be done by calling the school.

Students may not bring friends or relatives to school to visit for the day. Also, for safety considerations, brothers and sisters may not come to school.

SCHOOL HOURS

When students arrive early they may enter the school and proceed to the cafeteria or the courtyard. Students may not enter the hallways or gym prior to the first bell at 8:05am. During inclement weather students will stay in the cafeteria where they must be seated at the tables in order to help the Rio Rancho Middle School staff provide better supervision. The first class begins at 8:10 a.m. Afternoon dismissal is at 3:15 p.m. Students needing help, a conference or makeup work, or those participating in a club or activity are welcome in the building under staff supervision. All other students are expected to be out of the building by 3:25 p.m.

EMERGENCY SCHOOL CLOSURE

Listen to radio stations **KKOB-AM 770**, **KRST-FM 92.3** or watch **KOAT Channel 7 News**. Doing so avoids the congestion, which results from many people trying to phone the school. It is recommended that families have a plan for such emergency closures. In bad weather, a special schedule will be used. Activity buses will not run.

SCHOOL AGENDA

Students will be asked to purchase a school agenda at registration. Students can use the book to help keep track of all classes and the homework needed for each day. Students will want to share their books with their parents as they discuss the daily school activities.

ATTENDANCE

When a student will not be attending school, the parent is asked to telephone the Attendance Office between 7:30 a.m. and 10 a.m. each day of the absence.

Regular, daily attendance in class is of prime importance in the educational process. All students are expected to attend school for all days of the established school calendar in compliance with New Mexico law. Student responsibilities for school attendance are to:

1. Attend school for all days of the established school calendar.
2. Appear in class on time, prepared for academic endeavors.
3. When absent, contact teachers upon return to plan for makeup work. Students will be given two school days per each day's absence to make up missing assignments.
4. Complete work as assigned by the teacher when a pre-authorized absence is requested.

Reasons for excused absences include illness or injury, medical appointments, death in the family, family emergency, religious commitment, diagnostic testing, and other circumstances as agreed to by the principal.

If a student must leave school during the day, the parent, through the Administration Office, must sign him/her out. If returning to school the same day, the student must check in at the Attendance Office and obtain a pass to class.

An unexcused absence is any absence that does not adhere to the prescribed guidelines, is not school related, or is not reported within two school days.

Excessive unexcused absences, defined as five or more, may result a truancy referral. Students who have excessive absences will be referred to the appropriate authorities. Excessive excused absences, defined as ten or more, will require a doctor's note to excuse any subsequent absences beyond the ten.

TARDY POLICY

A primary responsibility of Rio Rancho Middle School students is to report to all classes in a timely fashion. All students are expected to be in the classroom with the necessary instructional materials, prepared to work exactly on time as instructed by your teachers. This will give all students in the class an opportunity to take full advantage of the learning time provided.

Each time the student is tardy, the teacher will notify the student and record the tardy. For the first through third tardies, the teacher will notify the parent, and the student will receive a classroom intervention, which will be documented. On the fourth tardy, the student will be referred to the administration for a consequence, and parents will be notified by the administration.

All student tardies are kept on a semester basis. Every student goes back to zero tardies at the semester's end.

WITHDRAWAL PROCEDURES

Any student leaving to attend another school withdraws from Rio Rancho Middle School through the Registrar's Office. Parents/Guardians must appear in person to withdraw a student. The student then takes a withdrawal form to each class and has it signed by the teacher who records the grade on the form and certifies that all textbooks have been returned. The student also has the form signed by the librarian indicating that all materials have been returned. All fines must be paid. The form is then returned to the Registrar's Office completing the withdrawal process.

PARENT / TEACHER CONFERENCES

Parent/teacher conferences are scheduled two times during the year—once in the Fall and once in the Spring. If parents would like to request a conference at any other time they may do so. To schedule a conference, parents should call the student's homeroom teacher.

BEHAVIORAL EXPECTATIONS

Our expectation is that students will always behave in an appropriate manner, and they will show respect for each other, the staff, our visitors, and the facility. Students who display poor citizenship and/or offensive behaviors will be subjected to disciplinary actions such as detention, exclusion, in-school suspension, home suspension, and/or expulsion. Our goal is to correct students' behavior so that each student can be a positive member of our school community.

BEHAVIOR POLICIES

School rules guarantee that the rights of student and staff at Rio Rancho Middle School are respected. At the end of this section you'll find the Rio Rancho Middle School Discipline Matrix. This matrix represents the recommended guidelines in the disposition of discipline situations at RRMS. Therefore, depending on the circumstances of your behavior and your prior history, or lack thereof, in matters such as these (or the degree to which you may have attempted to adhere to the accepted school rules and behavior standards), responses may vary from situation to situation at the administrator's discretion.

PLAGIARISM / CHEATING POLICY

Students must submit their own work for credit. Students can plagiarize from books as well as from people, but they can avoid plagiarism by precisely quoting borrowed material and carefully crediting the source. Anyone who allows someone else to copy his or her work will receive the same consequences as the plagiarizer.

PROGRESS / DEFICIENCY REPORTS

Students receiving a D or an F will receive a Deficiency Report through the mail approximately half way through each grading period. The purpose of the deficiency report is to notify you of the unsatisfactory progress of your student. This early report allows for the time needed to achieve a satisfactory grade for that reporting period.

REPORT CARDS

Report cards are available online via parents' Power School accounts approximately one week after each quarter ends. It is useful to keep in mind that no single system of grading can be entirely satisfactory in all situations. However, in general, a grade should reflect the following: the quality of work done, effort put forth in relation to ability, attendance and punctuality, and participation. The grading scale at Rio Rancho Middle School is the following:

- A 90-100: outstanding progress
- B 80- 89: very good progress
- C 70- 79: satisfactory or average progress
- D 60- 69: poor progress, or improvement needed
- F Below 60: no significant progress shown

HONOR ROLL

Students who achieve a grade point average of 3.25 or higher will be placed on the Rio Rancho Middle School Honor Roll. Grade point averages are automatically computer calculated both for the current grading period and cumulatively. Students who are on the honor roll are eligible for special assemblies, recognition, and rewards.

LOCKERS

Locker assignments will be made for one academic year. Lockers are the property of the school and provided by the school as a service and privilege to our students. Any violation of rules or vandalism will be cause for immediate suspension of the privilege for the rest of the year.

Students are responsible for the condition of their lockers. Students are not to write on the inside or outside of lockers. Students may tape appropriate pictures and paper to the inside of lockers, but decoration should be easily removable to avoid fines and excessive clean up at the end of the school year.

Students are not to share lockers or locker combinations. Locker security is the student's responsibility. Valuables, such as money, cameras, jewelry, etc. and items not applicable to the school setting should NEVER be stored in the lockers. A student can only change lockers if the teacher/administrator gives permission to do so.

SCHOOL WEAR

Rio Rancho Public Schools School Wear Policy, developed with input from parents, students, and teachers, provides a framework for maintaining a safe and positive school climate. Having a unified school wear policy benefits the transition of students from one level to another. These standards provide assistance for making appropriate personal choices that are acceptable for the student attending Rio Rancho Public Schools. We believe the guidelines provided accommodate a wide range of clothing styles and personal tastes.

Rio Rancho Public Schools School Wear Policy

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

A. Allowed:

- All colors including, prints, checks, stripes, & 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, & bras
- Saggy pants revealing underwear or any portion of the body below the naval.
- Dresses, skirts, shorts, and skorts, including slits, shorter than three (3) inches above the bend of the knee.
- Sleeveless tops: all tops 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

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

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:

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

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

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.

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 Policy 346 are not subject to waiver. All students will be expected to comply with these provisions of the standard of decency.

Prohibited item(s) will be confiscated and may be returned to a parent by appointment with an administrator.

Families in need of financial assistance can contact RRMS for a School Wear Assistance Application. You may also call 896-0067 or email at schoolwear@rrps.net

PROHIBITED MATERIALS

Students should bring only necessary materials to school. All other materials are considered unnecessary and a potential distraction to the instructional program.

The following are some, but not all, of the items which students may not have at school: headphones, chains, baseball cards, trading cards, iPods, squirt guns, toys of any kind, permanent marking pens, matches, lighters, video games, radios, dangerous objects (such as guns, knives and look-alikes), valuable objects, pagers, and controlled substances (such as drugs, alcohol and look-alikes). Students are prohibited from selling items at school (such as candy, drinks, etc.).

Cellular phones will be allowed at RRMS; however, they are to be left in students' backpacks and TURNED OFF. If your cellular phone is seen or heard, appropriate consequences will be given. Please see the section titled RRPS Policy on Electronics.

In the event it becomes necessary to conduct a search for contraband materials, to ensure the safety and welfare of students and the maintenance of an appropriate academic atmosphere, it will be performed in accordance with district policy. If reasonable suspicion warrants a search but the student refuses, then appropriate consequences will be enforced. The school is not responsible for confiscated materials.

Investigating claims of missing items is very time intensive for both administration and staff. While it is unfortunate an item or material that a student brings to campus may be believed to have been *lost or stolen* at school, RRMS staff and administration cannot be expected to investigate claims of prohibited items that are missing, regardless of the items' value. Therefore, RRMS staff and administration will NOT investigate claims of missing/lost items or material that are prohibited or determined to be a disruption to the instructional program.

Students are not permitted to bring roller skates, in-line skates, or motorized scooters to school. This rule will be enforced for safety reasons.

RRPS Policy on Electronics

The Board is committed to providing a safe, positive and productive learning and working environment. The use of Electronic Devices on school campuses has increased classroom disruptions and resulted in an increase of threatening and inappropriate communications. The term "Electronic Devices" shall mean any and all devices which accomplish their purposes electronically and include, without limitation, cell phones, smartphones, pagers, electronic emailing devices (e.g. Blackberry), radios, tape players, CD players, DVD players, video cameras, iPods or other MP3 players, laser pointers, portable video game players, laptop computers, personal digital assistants (PDAs), cameras, and any device that provides a wireless, unfiltered connection to the Internet.

Consequently, the use of any and all Electronic Devices by students during the school day, whether on-campus or during a school-sponsored event, is strictly prohibited. The "school day" shall mean the normal hours of operation of the school. While students are not prohibited from possessing Electronic Devices, unless otherwise prohibited by law or District policies, rules or procedures, the Electronic Devices must be turned "off" and stored in a student's backpack or purse, locker, or vehicle. This policy does not apply to the sanctioned use of Electronic Devices by teachers, or students under the direct supervision of their teacher, for educational purposes.

Use of Electronic Devices in violation of this policy shall result in the confiscation of the Electronic Device. After the first offense, the student may recover the Electronic Device from the school's administrative office at the end of the school day. After the second offense, the student's parent/guardian shall be notified that the student has twice violated this policy and that the parent/guardian must recover the Electronic Device from the school's administrative office. After the third offense, the Electronic Device will be confiscated for the remainder of the school year. Electronic Devices that are not recovered at the end of the school

year may be disposed of by the District. A student who violates this policy more than two (2) times during the school year also may be subject to discipline under District Policy 336 for engaging in willfully disruptive conduct.

The District shall not be liable or responsible for the loss of or damage to any Electronic Device confiscated from a student pursuant to this policy.

This policy does not prohibit the use of Electronic Devices on school buses or extracurricular activity buses unless otherwise restricted by the District staff responsible for the activity.

CAFETERIA

Breakfast is available for purchase each morning for those who wish to buy it.

Students may bring a lunch or purchase lunch from our cafeteria or school snack bar. Food must remain in the cafeteria. Students are responsible for clearing away their own trays, utensils, and trash. If the cafeteria or snack bar area is not cleared, the privilege of using the snack bar will be suspended for several days.

Free and reduced meals are provided to families who qualify. Applications will be available at registration.

DAILY ANNOUNCEMENTS

Students receive daily announcements during a designated time every day. Teachers have the responsibility to make sure students can hear the announcements. Students have the responsibility to listen to the announcements. If you or your student has an announcement, forms are available in the Main Office and must be authorized by the principal.

EMERGENCY CARDS

Each student must have an emergency card on file in the Main Office containing the daytime telephone numbers of his/her parents/guardians. Any changes in home or work telephone numbers should be reported at the Main Office immediately.

FIELD TRIPS

Field trips are a valuable extension of the learning process. Each trip may incur some cost because of transportation and/or admission cost. A completed RRPS Field Trip permission form is required. It is expected that students act as ambassadors for Rio Rancho Middle School or possibly forfeit the right to attend future field trips. Parents are often requested as chaperones and are encouraged to assist. In order to chaperone a field trip, the parent must be approved as a volunteer with RRPS and have a volunteer badge from RRPS.

STUDENT INSURANCE

Supplemental student insurance is available for anyone who wishes it. Forms may be obtained during registration or picked up at the Main Office.

HOMEWORK POLICY

- ⇒ Students may receive no more than a total of 60 minutes a night of homework.
- ⇒ It is recognized that students vary significantly in the amount of time they spend on a given assignment. Therefore, these maximum amounts of time represent the teachers estimate regarding times required by the average student for the completion of the assignment.
- ⇒ Assignments should be reviewed and/or evaluated by the teacher to provide the meaningful feedback to students in a timely manner.

LIBRARY/MEDIA CENTER

The Library/Media Center is open before school, during the school day, during passing period, and lunch. It is also often open after school. We encourage open and active use of this facility.

When a book is due in the library, a patron is allowed a three-day grace period, after which fines accrue 10 cents per day, excluding holidays. Fines and book replacement charges never exceed the value of the book. Fine/overdue/lost book notices are sent to homeroom teachers at least once a month and, when time permits, every other week. Students with outstanding fines or overdue/lost materials will not receive report cards, as allowed by New Mexico State statute. Students may also be prevented from registering for the next school year until charges for fines and overdue/lost books are paid. If a lost book is found, fees will be reimbursed to the student.

TEXTBOOKS

The textbook for English is a consumable book from Springboard. Each student will be assigned their own book and they may write inside that book. For most other classes, only classroom sets of textbooks are available. Most of the textbooks are available online and students will be provided instruction on how to access these online books. However, students may request a copy of the textbook to take home if internet access is not available to them at home. It is the student's responsibility to keep all textbooks in the condition in which they were checked out. Loss or excessive damage of textbooks will result in a fine. All fines must be paid in full before completing the registration process the following school year.

ASSEMBLIES

Assemblies are an important part of our school culture. They provide an avenue to communicate expectations and information and help to promote school pride and participation. Assemblies are also a privilege. Students who wish to maintain this privilege must behave in an appropriate manner.

Students will be escorted up the bleacher aisle to the row in which they will be seated. Students will sit with their class and their teacher. At no time will students be allowed to run up or down bleacher seats. At the end of the assembly, please wait for the principal to dismiss you.

During the assembly, students will be courteous and respectful. Applauding is acceptable behavior and is encouraged. At no time will students be allowed to boo, scream out, or perform in any other uncivilized manner. Any disruptions will result in the student being sent home for the remainder of the day. We take pride in our school and want others to know about our fine reputation.

SELF-DISCIPLINE:

PHILOSOPHY OF SELF-DISCIPLINE

Discipline is not the same as punishment. The dictionary defines "discipline" as training that develops self-control, character, or orderliness and efficiency. Good discipline is what we must strive for. It is simply good self-controlled behavior. With this definition in mind, the need for stressing good discipline policy at Rio Rancho Middle School will become obvious.

SELF-CONTROL

All students have rights. Among these rights is the right to receive the best education possible in a safe and orderly environment. In order to protect this right for all students at all times, it may be necessary to control your own personal desires at any one time. You should always examine your own behavior and how it will affect others. Self-control is the preferred method of assuring that the rights of all are protected.

CHARACTER

Your character is defined by your total pattern of behavior. You own your own behavior. Your own actions determine your reputation and also help to determine how people react to you now and in the future. Trust, respect, and true friendship of others must be earned. Your pattern of behavior or character determines how much trust, respect, and friendship you earn. You should make a genuine effort to develop and maintain good character.

ORDERLINESS AND EFFICIENCY

Learning is often difficult work. It is made even more difficult when unnecessary distractions exist or when plans are unnecessarily disrupted. Self-control and good character help to ensure that learning can be accomplished in an orderly and efficient manner. The information in this handbook identifies your responsibilities as a student. In order to ensure an effective learning environment, students are urged to fulfill their responsibilities.

SELF-DISCIPLINE IN ACTION

Self-discipline in action uses common sense rules of etiquette and politeness. This includes being courteous to fellow students and respectful to adults at all times. Students are expected to be prepared with materials, be on time, do all work assigned by the teacher, be well behaved, maintain good attendance, and respect others' property. Being respectful of others includes refraining from inappropriate public display of affection or use of profanity. Students are prohibited from using, possessing, distributing, or trafficking alcohol, tobacco, and/or illegal drugs on school property as well as other items prohibited by school/district policy.

TRANSPORTATION:

BICYCLES

Riding a bicycle to Rio Rancho Middle School is a privilege students must earn and keep. Students are to obey all laws regarding bicycle safety. We encourage students to wear helmets. A student may lose the privilege of riding a bike to school if safe riding rules are not followed.

All bikes are to be chained and locked. The school cannot assume responsibility for any damage or loss that may occur. Bikes are not to be ridden on school grounds; students are reminded to walk their bikes.

Motorized scooters are prohibited.

AUTOMOBILES

To ensure the safe arrival and departure of Rio Rancho Middle School students, a special parent lane has been designated for drop off and pick up of students before and after school. This parent lane is located in the back of the school. Parents must use only this designated parent lane and pull forward to green pick-up area. The parking lots are strictly off limits to all but staff members or if a parent/student needs access to parking they can obtain a pass from the front office.

BUS TRANSPORTATION

Bus transportation is a privilege. It will be denied to students who cannot accept the responsibility for proper behavior. The driver is in full charge of the bus and passengers. Students who create problems at the bus stop or fail to obey the rules or the instructions of the bus driver will suffer natural consequences for their behavior and may be denied the privilege of riding the bus. Refer to the bus handbook for more details.

STUDENT SERVICES:

GUIDANCE / COUNSELING

Counselors are trained to provide students and parents with information and suggestions relating to many subjects including career and future planning, study skills and time management, relating skills (with friends, parents, teachers), decision-making, self-understanding, and mediation.

Students are encouraged to consult with their counselor for both personal and academic concerns.

Students and parents can easily schedule an appointment by contacting their student's counselor.

RRPS Title IX Coordinator Information

Executive Director of Student Services

Title IX Coordinator

Tonna Burgos

500 Laser Road

Rio Rancho, NM 87124

505-896-0667, Ext. 51129

LOST AND FOUND

All materials, which have been lost, should be reported to a staff member immediately. "Found" house keys, eyeglasses, and valuables such as jewelry and wallets/purses are kept in the front office. Clothing is stored in the "Lost and Found", which is located in the Attendance Office. Students and parents are encouraged to check lost and found often. Every quarter the lost and found clothing unclaimed items will be donated to charity.

HEALTH CARE

The Rio Rancho Middle School Health Office is staffed by a full-time Registered Nurse and a full-time Health Assistant. The Health Office is located in the main core area, Room 260.

It is our responsibility to provide first aid to students, staff, and visitors. This includes minor injuries, illnesses, and medication administration. In the event of an emergency situation, we will activate our 911 protocol and contact parent/s. We do not notify parents for every office visit unless it becomes a frequency issue.

The Health Office staff can administer prescription and over-the-counter medications with the appropriate forms on file. Those forms can be found in the Health Office or on the RRMS website.

Immunization compliance and record keeping are an important part of the Health Office. We make sure that students are immunized according to the CDC and NM Department of Health guidelines through communication with physicians and onsite immunization clinics. Additionally, vision and hearing screenings are done in compliance with NM Department of Health guidelines.

PHONE FOR STUDENT USE

A phone is available in the Main Office for student use before the first bell, and after school. A pass must be obtained for use of the phone during school hours. The calls will be limited to three minutes and must be regarding school business.

FIRE DRILLS

RRMS holds a practice fire drill three times the first month of school and once a month thereafter. The drill consists of both a fire drill and an evacuation drill. RRMS works very closely with the Rio Rancho Department of Public Safety regarding fire drill and fire codes. Students need to know that setting off a false alarm is punishable by a fine of \$300, ninety (90) days in jail, or both.

STUDENT ASSISTANCE TEAM (SAT)

Students who are having difficulty in their regular classes for any reason may be referred to the Student Assistance Team (SAT). The Student Assistance Team is comprised of an administrator, counselor and classroom teachers (as needed). Parents are notified when their student's needs are going to be discussed during a SAT meeting. The team reviews all school records pertinent to the student, obtains information from the student's teachers, and makes recommendations, which will promote greater success for the student.

GENERAL RIGHTS UNDER FERPA. The federal Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older or are enrolled in a postsecondary school ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Principal of your student's school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend a record should write the School Principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by RRPS to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: *Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202*

EXCEPTIONS TO DISCLOSURE OF PERSONALLY IDENTIFIABLE INFORMATION (PII) WITHOUT PRIOR CONSENT. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school may disclose education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled, if the disclosure is for purposes of the student's enrollment or transfer. RRPS will forward these records on request without notifying a parent or eligible student unless the parent or eligible student has notified the Principal in writing within fifteen (15) days of publication of this notice, or fifteen days of enrollment (whichever is later) that prior written consent is necessary.

PII can also be disclosed under Public Education Department regulations, without prior notification or consent, to outside organizations for legitimate educational purposes. "Legitimate educational purposes" are defined as educational opportunities, services and/or information offered or provided by accredited educational entities or professional educational organizations.

DIRECTORY INFORMATION. RRPS may disclose appropriately designated "directory information" without written consent, unless a parent or eligible student has advised the school to the contrary in accordance with RRPS District procedures. Directory information is information that is generally not considered harmful or an invasion of privacy if released. The primary purpose of directory information is to allow RRPS to include this type of information from student education records in certain school and district publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- School and district websites and newsletters
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

For the 2018-2019 school year, RRPS has designated the following information as directory information:

1. Student's name
2. Grade in school;
3. Name of school;
4. Eligibility and participation in officially recognized activities, including but not limited to fine arts exhibits, performing arts programs, other performances, graduation programs and sports events;
5. Weight and height of members of athletic teams;
6. Honors and awards received;
7. Yearbooks; and
8. Identification in print, electronic or visual media, including photographs, videotapes, and video images, depicting school programs or activities.

In addition, two federal laws require RRPS, which receives assistance under the *Elementary and Secondary Education Act of 1965* (ESEA), to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. ¹

If you do not want RRPS to disclose directory information from your student's education records, information for legitimate educational purposes or military recruiters, without your prior written consent, you must notify the Principal of the school where the records are kept in writing within fifteen (15) days of publication of this notice or within fifteen (15) days of enrollment, whichever is later. The objection must state what information the parent or student does not want to be classified as directory information. If no objection is received within the applicable fifteen (15) day period, the information will be classified as directory information until the beginning of the next school year.

¹ These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).

A complete list of disclosures of directory information and PII that the school may make without parental consent is on the RRPS website (rrps.net) and available at the School Principal's office.

Protection Of Pupil Rights ("PPRA") Notice

The federal Protection of Pupil Rights Act (PPRA) affords parents and eligible students, including students who are emancipated under state law, certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):
 1. Political affiliations or beliefs of the student or student's parent;
 2. Mental or psychological problems of the student or student's family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of:
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use:
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

RRPS has adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. RRPS will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. RRPS will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. RRPS will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time.

RRPS administers an annual "Student Safety and Satisfaction Survey" to a random sample of students in grades 5-12 that includes questions related to area 4 above. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of planned activities and surveys listed below and will be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

Following is a list of the specific activities and surveys covered under this requirement:

1. Collection, disclosure, or use of personal information for marketing, sales or other distribution.
2. Administration of any protected information survey not funded in whole or in part by ED.
3. Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with: *Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W. Washington, D.C. 20202-5901.*

Teacher, Instructional Support Provider, and Principal Qualifications

The New Mexico Public School Code afford parents the right to request information about the licensure and other qualifications, teaching assignment, and training of their children's teachers, instructional support providers including paraprofessionals, and school principals. Questions about teacher and staff qualifications should be directed to Dr. Susan Passell, Rio Rancho Public Schools Executive Director of Human Resources, 500 Laser Rd. NE, Rio Rancho, NM, 87124, (505) 896-0667 ext. 51136.

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Rio Rancho Public Schools Discipline Matrix for Middle Schools

The following middle school code of conduct has been adopted to protect and foster respect for the rights of RRPS middle school students and staff. Infractions of this Code of Conduct are grouped into three levels based on the severity of the infraction and each violation of the code may have from one to three levels of consequences.

These represent the recommended guidelines in the disposition of discipline situations for the middle school. Therefore, depending on the circumstances of the behavior or education status of the student, responses may vary from situation to situation.

In all cases administrative discretion will be exercised.

Level I			
Behavior	1st Offense	2nd Offense	3rd Offense
Bus Disruptions	Refer to Transportation Handbook		
Dress Code Violation	Parent Notification and Warning Options: Change into other clothing they may have Clothing provided by school Be sent home	Parent Notification and Warning Same as 1 st offense 1 Day ISS	Parent Notification 2 Days ISS Same as 1 st Offense 4 th Offense could result in OSS
General Disruptive Conduct (profanity, rudeness, dishonesty, etc.)	Teacher Interventions Parent Notification	Teacher Interventions Parent Notification Possible LD	1 Day ISS Teacher Interventions Parent Notification Possible LD
Gossip and Passing Rumors	Teacher Intervention Parent Notification	Teacher Notification Parent Notification	1 Day ISS Parent Notification
Public Display of Affection	Verbal Warning	Parent Notification Detention or 1 Day ISS	Detention or 1 Day ISS
Tardy	1 st ,3 rd Offense Teacher Interventions Parent Notification	4 th Offense 1 Day ISS Teacher Interventions Parent Notification Possible ASD	5 th Offense 2 Days ISS Teacher Interventions Parent Notification Possible ASD
Level II			
Behavior	1st Offense	2nd Offense	3rd Offense
Bullying/Threats/Harassment	1 Day ISS Parent Notification	3 Days ISS Parent Notification	3 Days OSS Parent Conference Behavior Contract
Aggressive/Hostile Behavior	2 Days ISS Parent Notification	3 Days ISS Parent Notification	1 Day OSS Parent Conference Behavior Contract
Cheating or Plagiarism	Loss of Assignment Credit Parent Notification	Loss of Assignment Credit 1 Day ISS Parent Notification	Loss of Assignment Credit 2 Days ISS Parent Notification
Chronic Disruptive Conduct	1 Day ISS Parent Notification	2 Days ISS Parent Notification	3 Days ISS Behavior Contract Parent Notification
Disrupting a School Activity	Removal from Event Parent Notification	Removal from Event 1 Day ISS Parent Notification	Removal from Event Loss of Privileges for the Remainder of the Year 2 Day ISS Parent Notification
Ditching (out of class without permission)	1 Day ISS Teacher Interventions Parent Notification Possible ASD	2 Days ISS Teacher Interventions Parent Notification Possible ASD	3 Days ISS Parent Notification Teacher Interventions Behavior Contract
Electronic Devices	Confiscate and student may pick-up at the end of the day	Parent Notification Confiscate and parent must pick-up in the office Behavior Contract	Parent Notification Confiscate and hold until end of the school year
Truancy	Referral to Truancy Officer		
Failure to Comply with Disciplinary Consequences (including skipped detention)	Twice the Previous Consequences	Administrative Referral	Administrative Referral
Falsifying or Misuse of any Official Document or Communication (including passes, ID, progress report, call to excuse absence, parent signature, etc.)	Teacher Interventions and/or 1 Day ISS	2 Days ISS Parent Notification	1 Day OSS Parent Notification Behavior Contract
Rough Housing	1 Day ISS Parent Notification	2 Days ISS Parent Notification	3 Days ISS Parent Notification Behavior Contract
Fighting (instigating)	2 Days ISS Parent Notification	4 Days ISS Parent Notification	See Level III Assault/Bullying
Inappropriate Touch	1 Day ISS Parent Notification	2 Days ISS Parent Notification	3 Days ISS Parent Notification Behavior Contract
Inappropriate Use/ Possession of Technology –unauthorized access to District software, telephones, accounts/files, unauthorized access or use of video recording via electronic device, posting of inappropriate material on websites including video taping of activities violating school policy such as fights, bullying, hazing or other misconduct.)	2 Days ISS Parent Notification	3 Days ISS, Loss of computer privileges for remainder of the school year and restitution Parent Notification	Level III Harassment/Bullying

Insubordination, Defiance of Authority or Showing Disrespect; Failure to Report	1 Day ISS Parent Notification	2 Days ISS Parent Notification	1 Day OSS Parent Notification Behavior Contract
Possession of Inappropriate Material	1 Day ISS Parent Notification	2 Days ISS Parent Notification	1 Day OSS Parent Notification
Possession/Use of Tobacco Including: E-cigs, rolling papers, or incendiary devices at school or school sponsored event (all tobacco products and E-cigs will be confiscated and disposed of)	1 Day ISS Parent Notification	2 Days ISS Parent Notification	1 Day OSS Parent Notification Behavior Contract
Level III- RRPD referral may be filed on all Level III Infractions			
Behavior	1st Offense	2nd Offense	3rd Offense
Arson	10 Days OSS Pending Hearing		
Assault/Battery (Physical) of a Staff Member	10 Days OSS Pending Hearing		
Assault (Verbal) of a Staff Member (including intimidating or threatening remarks and/or directed profanity)	3 Days OSS Behavior Contract	5 Days OSS	10 Days OSS Possible Hearing
False Alarm	1-3 Days OSS	10 Days OSS Pending Hearing	
Bomb Threats/Explosives/ or possession of such devices	10 Days OSS Pending Hearing		
Assault/Battery (physical) of a student or students by one or more students	3 Days OSS Mediation	5 Days OSS Mediation Behavior Contract	10 Days OSS Possible Hearing
Fighting (including instigating, pushing, physical contact)	3 Days OSS	5 Days OSS	10 Days OSS Pending Hearing
Gang Related Activity	2 Days OSS, Behavior Contract	5 Days OSS Pending Hearing	10 Days OSS Pending Hearing
Habitually Disruptive Conduct	3 Days OSS	5 Days OSS	10 Days OSS Pending Hearing
Harassment / Bullying (Physical, racial, verbal, disability, electronic, intimidation toward another student-bullying)	3 Days OSS	5 Days OSS	10 Days OSS Pending Hearing
Inappropriate Use or Possession of Technology (tampering/damage to computers/network)	5 Days OSS, Loss of Computer Privileges for the Remainder of the Year and Restitution, Behavior Contract	10 Days OSS Pending Hearing	
Making a False 911 Call	5-10 Days OSS, Possible Hearing		
Personal Substance Abuse (consuming, solicitation, in possession, or under the influence of; alcohol, drugs, look-a-likes or other controlled substances, e-cigarettes and/or paraphernalia including OTC drugs and prescription drugs)	5 Days OSS and Behavior Contract	10 Days OSS Pending Hearing	
Selling or Distributing Alcohol, Drugs, Look-a-likes, or Other Controlled Substances Including OTC Drugs or Prescription Drugs	5-10 Days OSS Pending Hearing		
Sexual Harassment/Misconduct	3 Days OSS Pending Investigation, Behavior Contract	5 Days OSS Pending Investigation and Continued Behavior Contract	10 Days OSS Pending Hearing
Theft/Extortion	3-5 Days OSS, Behavior Contract, Possible Restitution	10 Days OSS Pending Hearing, Possible Restitution	
Using Incendiary Devices	5 Days OSS, Counseling and Possible Restitution	10 Days OSS Pending Hearing, Possible Restitution	
Vandalism (involved in altering, defacing or destroying school or private property, including technology)	5 Days OSS, Loss of Privileges, and Possible Restitution	10 Days OSS Pending Hearing, Possible Restitution, Loss of Privileges	
Possession of Weapons	5 -10 Days OSS Pending Hearing RRPD may be contacted		

Any school detention takes precedence over activities and athletics. The student may only report to an event or practice after detention is over. While in Out-of-School suspension, the student may not attend any school events on or off campus.