

Martin Luther King, Jr. Elementary School

Student and Parent Handbook

**1301 Nicklaus DR, SE
Rio Rancho, NM 87124**

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Web page: <http://martin.rrps.net/>



School Year 2019-2020

Welcome to Martin Luther King, Jr. Elementary School

Important Phone Numbers for Parents

MLK Office: 892-2575

Extensions

Special Announcements	2
Attendance Line:	3
Nurse:	4
Cafeteria:	5
Counselor:	6
SEIL	7

Rio Rancho Public Schools District Office: 896-0667

Department of Student Transportation: 338-0078

MLK Office Staff

Jessica Kettler	Principal
Noelle Caceres	Assistant Principal
Jenna Johnson	Administrative Assistant
Adrianna Medrano	Admissions/Secretary
Melissa Hefft	Admissions/Attendance

MLK Daily Schedule

8:45 a.m.	Students are allowed on campus; supervised on the playground or at breakfast in the cafeteria
8:55 a.m.	Bell rings
9:00 a.m.	Classes begin
4:00 p.m.	Dismissal (Monday, Tuesday, Thursday, Friday)
12:45 p.m.	Dismissal (Wednesday)

Attendance

Prompt and regular attendance is necessary for all students to attain academic success. Missing school, being tardy, and leaving early takes away a student's ability to receive important instruction impacting positive academic progress and achievement. Attendance is one of the most important habits a student can learn and is taken seriously by both MLK administration and RRPS. Please make every effort to get your child to school on time every day. (RRPS Board Policy 305-1, view at www.rrps.net)

Reporting a Student Absent

If an absence from school is unavoidable, please call the Attendance Line, 892-2575, ext. 3, before 10:00 a.m. Please leave the following information: name of child, reason for absence, teacher's name, and your name and relationship to the student. Both excused and unexcused absences are documented for every student.

Notification of any extended absences must be given in writing to the Assistant 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.

Daily Schedule

8:45 a.m.	Staff on duty for supervision of students
8:55 a.m.	Bell; students line up outside and are greeted by teachers
9:00 a.m.	Classes begin
12:45 p.m.	Wednesday Dismissal
4:00 p.m.	Monday/Tuesday/Thursday/Friday Dismissal

Tardiness

When your child is tardy, he or she is missing a very important part of the day. The routine, schedule, instruction and tone are being set for the day. If your child is late, they miss this information and learning is disrupted. When arriving after 9:00 a.m., **a parent must bring the student into the office to receive a tardy slip. When arriving late, please do not drop and let your child walk into school unsupervised.** For students whose classes are in the main building, the student will walk to class without a parent. For students whose classes are in the west building, a parent will sign in, obtain a badge, and walk the student to the classroom door. This west building procedure is followed to ensure the safety of the child en route to a separate building. Excessive tardiness will be addressed by school administrators.

Early Pick Up

A child is not permitted to leave the school grounds before regular dismissal without a parent/guardian checking him or her out, **in person**, through the office. Parents, guardians, and emergency contact people are to come directly to the office, provide picture ID, sign the child out, and the child will be called from the classroom at that time. Parents are not to go directly to the classroom and people who are not authorized by parents in PowerSchool cannot pick students before dismissal of the school day. Please schedule doctor and dentist appointments on Wednesday afternoons after 1:00 p.m., if possible. No one may check your child out unless they are listed on the registration card or you have notified us in writing prior to dismissal.

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.

Phone Messages

Please be sure your child knows where to go after school each day. Any changes to your child's dismissal routine must be made through their classroom teacher utilizing email, messaging left on the teacher's extension, or through a classroom message system. Please keep disruption to the teacher's instructional day to a minimum and only make changes in the event of an emergency. We ask that this be the exception and not the rule.

Inclement Weather, Abbreviated School Days and Early Dismissal

In the case of an emergency, usually caused by weather conditions, the Rio Rancho Public Schools will run on an abbreviated schedule. The start of school is delayed two hours, so MLKE students attend school from 11:00 a.m. – 4:00 p.m. If the abbreviated day occurs on a Wednesday, students will attend school from 11:00 a.m. – 4:00p.m. An abbreviated day schedule is announced on the following radio and TV stations and parents will receive a phone call through the automated RRPS Notification System.

Radio:	KOB AM 770	KRST FM 92.3	KOB FM 93.3
TV:	KOB Channel 4	KOAT Channel 7	KRQE Channel 13

If severe weather develops during the day, RRPS may make a decision for early dismissal and announce this on radio, TV, and the website. Bus students will ride the bus home, walkers will walk home. We realize that many of our families may not be in Rio Rancho if this occurs and would not be able to pick up his or her child. Please make sure your family has plans made for these emergencies so your child knows where to go and what authorized family members or neighbors/friends will be taking care of them. In the event of heavy rain or other extreme weather at the time of arrival or dismissal, please expect delays in drop off or pick up.

Before and After School Program

Students Achieving For Excellence (SAFE) Before and After School Program

For children K-5th, a fee is charged for this program

Before school: 7:00 a.m. until school begins

After school: M-F after dismissal – 6:00 p.m., including Wednesdays

MLKE Site Supervisor: 892-2575 ext. 56149

Birthdays

Students may be recognized by their teacher in the month of their birth as a celebration of their special day. This is in accordance with the **New Mexico Healthy Schools** guidelines. Due to allergens and disruption to the learning environment, please keep balloons, flowers and other celebratory items for the student to receive upon their arrival home. **Balloons are not allowed on school buses.** Birthday treats are allowed in classes at the end of the school day and must be store bought and prepackaged.

Bus Transportation

See Bus Transportation Handbook. (Available online at rrrps.net)

Cafeteria and Food Services

Our cafeteria opens for breakfast at 8:45 a.m. Students eating breakfast in the cafeteria are under teacher supervision in the cafeteria. Parents do not accompany students to the cafeteria for breakfast.

A lunch schedule is developed to accommodate all grades, for students eating a school lunch and those who have brought a lunch from home. Menus are sent home each month.

Free and reduced breakfast and lunch prices are available for those families that apply, return the paperwork, and are eligible. These forms are available in the office and from the cafeteria manager. All of this information is confidential. Parents are strongly encouraged to pay for meals in advance, either monthly or weekly.

Community Partners

Our school partners with Smith's Community program. Please register online with Smith's and designate MLK as the receiving school for cash rewards.

Papa John's Pizza sponsors Family Night once a month. Fliers will go home to let families know what day each month.

Enrollment

All students must be enrolled every year through online registration and address must be verified each year. If an address or phone number changes during the year, it is critical that this information is updated with the MLKE office. If the new address is no longer within MLKE boundaries, a transfer form must be completed by the parents so the student can complete the remainder of the school year at MLKE if the parents so choose.

Field Trips

Field Trips are an important extension of classroom curriculum. Individual classes or grade levels arrange field trips. The following rules apply to all field trips:

- School rules and discipline policy is in effect on all field trips.
- Students must have a signed permission slip returned prior to the day of any field trip. Verbal consent from parents/guardians will not suffice.
- School buses are the only approved mode of transportation for field trips. Students will ride the bus to and from the trip and will be expected to remain at school until the regular dismissal time.
- Siblings will not be allowed to go on field trips.
- **Only RRPS approved volunteers may act as chaperones on field trips.**

Internet Use Policy

Before a student is allowed access to the Internet, parents will sign the agreement on line during registration and students will be required to read, sign, and return the Technology Use Agreement.

Lost and Found

There is a Lost and Found bin at school. We encourage children to check it frequently. We ask parents to put their child's name on personal items brought to school. Lost items are cleaned out every nine weeks and donated to local organizations. smaller articles such as wallets, eyeglasses or keys are held in the office.

Newsletters and Communication

Teachers communicate by their classroom pages on our website and may send home monthly or weekly newsletters. This login portal can be accessed on our website: www.rrps.net, click on Schools, Elementary Schools, and Martin Luther King, Jr. Elementary.

Drive Through Drop Off and Pick Up Procedures

Please see the attached diagram of the procedures for parents **driving through drop-off and pick-up**. There are two drop-off and pick-up zones; GOLD and PURPLE. Based on home addresses, families will be assigned either to purple lot or gold lot. The safety of our students is dependent on families following fully our drop off and pick up procedures.

Gold Lot: If you live in Cabezon and east of Golf Course Drive, you will use the drop off lane on the south end of Nicklaus Street which you will **enter from Chianti**.

Purple Zone: If you live north of MLK, will use the drop off lane in the new drive lane in front of the new MLK office entrance which is accessible from the north end of Nicklaus (27th) Drive.

Remember to pull your vehicle as far forward and align with the front-most orange traffic cone available, allowing cars to fill in behind you. These are single lane drop-off zones. **Students must exit/enter the vehicle on the right side only**. Please keep the traffic flowing by having students ready to get out with bags in hand when the car comes to a stop.

Staff are posted in and around orange traffic cones and at various crosswalks to facilitate student safety. If you are waiting in the parent pick-up line prior to the 4:00 p.m. or 12:45 p.m. bells, please turn your engine off to comply with the RRPS "No Idling" policy. Signs are now posted as reminders in our drop off and pick up lanes and we all benefit from your cooperation.

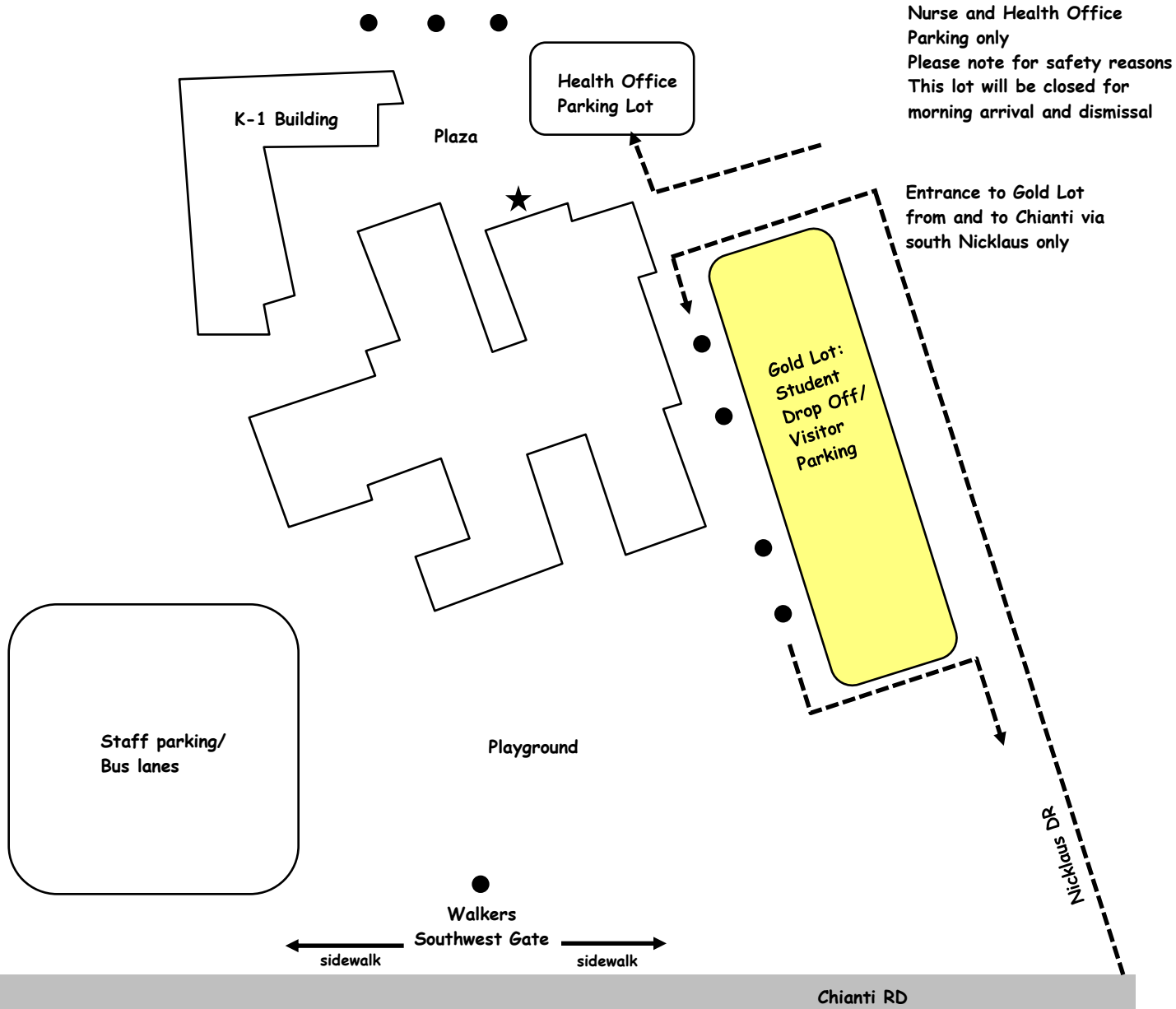
Always use crosswalks. For the safety of everyone in the MLK community, only designated PURPLE and GOLD zones may be used for pick-up and drop-off. Parents may not drop off students on Montiano Loop, Chianti, or at the end of 26th St.

Students who are eligible for bus services are strongly encouraged to ride the bus to and from school. Students riding a bus are dropped off in the bus lanes at the back of the school. **The bus zone is off limits to other vehicles at all times.**

Fire lanes must be observed. The fire lanes are designated by the red curbs and No Parking Zone in front of the building and by the front portables. **Cars are not to be parked in fire lanes at any time** and may be ticketed by DPS.

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

MLK DROP OFF AND PICK UP ZONE MAP

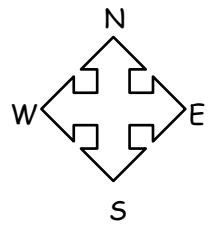


Nurse and Health Office Parking only
Please note for safety reasons This lot will be closed for morning arrival and dismissal

Entrance to Gold Lot from and to Chianti via south Nicklaus only

Legend:

- > Vehicle flow
- Student drop-off point
- > Student walker route
- ★ Main school entrance



Personal Possessions

Please remind your child to leave personal possessions/toys at home. They can disrupt the learning environment and create safety problems. Also, there is the risk of items being broken, lost or stolen. The school is not responsible for lost or stolen items. Staff members will confiscate items that are brought to school and parents will need to pick them up in person.

The following are some but not all of the items that students may not have at school or on the bus: electronic games, videos, laser pointers, cameras, weapons or look alike weapons, squirt guns, chains, trading cards, sports equipment, matches, lighters, cigarettes/tobacco, illegal or unauthorized drugs, and any items that are dangerous to the health and safety of other children or adults. Cell phones and Smart Watches are not allowed.

Any student searches for contraband will be done in accordance with district policy. State law allows students, personal property (bags, backpacks, purses, etc.) to be searched based on reasonable suspicion that a student is in possession of illegal or unauthorized materials. Parents/guardians will be notified that the search was done, the reasons, and results of the search. **The school is not responsible for confiscated materials.** All items confiscated throughout the year must be picked up no later than 48 hours after notification. Any item not picked up will be donated to charities or discarded. Confiscated weapons, look alike weapons, and illegal drugs/tobacco will not be returned to parents/guardians. District policy and state law will be followed in reporting these items.

Pets on Campus

Even the most wonderful pets can pose a threat to students. With the exception of Tales of Joy or approved service dogs, pets are not allowed on campus for any reason, even if leashed or caged. Tales of Joy is a program that brings trained and cleared dogs who have gone through RRPS District Office to school to enhance student's learning. Thanks for your understanding and help in keeping our students safe and healthy.

Positive Behavior Intervention Support Program (PBIS)

Learning and teaching occur best in school climates that are consistent, positive, orderly, courteous, and safe. MLK participates in the Positive Behavior Support Program. Our behavior expectations are **respect, responsibility, and safety**. We have developed a school wide Behavior Expectations Matrix. Students are recognized for their positive behavior efforts, both individually and school wide. We encourage parent support of your child in our efforts with PBS.

The RRPS Discipline Matrix for elementary schools can be found at the end of this handbook.

PTSA

The MLKE PTSA welcomes you to a new and exciting school year. We encourage you to become a member of the PTSA and become an active participant in school events. Please join PTSA members at monthly meetings and follow the PTSA on Facebook at Marty King Cat-MLK Jr. Elementary PTSA. You can email the PTSA at MLkjrelem@gmail.com.

Recess

All children are required to go outside at recess. Exercise, play, and social interaction are important skills developed at recess. Help your child plan for outdoor time by dressing him/her appropriately for the weather. If your child must stay in from any outdoor activity or physical education, please send a written note to the school nurse. During inclement weather, children will have recess indoors.

Report Cards and Parent-Teacher Conferences

Rio Rancho Public Schools reports student progress every twelve weeks. Elementary students have scheduled conferences at the end of the first and third grading periods. Teachers will send home a conference schedule and allow parents to sign up for a convenient time. Your child's teacher will be looking forward to discussing his/her academic success with you, so please make every effort to attend.

Homework Guidelines

Homework is defined as tasks assigned to be completed outside of school hours that serve to extend or reinforce concepts taught in the classroom. Purposes for homework:

1. To foster good study habits and time management skills;
2. To reinforce skills which have been introduced in the classroom; and
3. To provide teachers, students, and parents feedback about students' understanding of concepts.

Retention Policy

The NM Public Education Department has identified proficiency standards for grade level content as measured by state approved assessments. If a child fails to attain a required level of proficiency, the parent or guardian will be notified and a meeting will be scheduled to discuss interventions and develop an Academic Improvement Plan (AIP). If the students still does not meet proficiency levels, administration and teachers may recommend retention. Parents may refuse retention one time throughout their child's school career. After that, if retention is recommended by the school, it will occur, even without parental consent.

School Advisory Council

NM State law requires that each school operate a School Advisory Council, made up of elected parent participants, elected community members, and school staff members.

School Wear Policy

Students are expected to be neat, clean, and appropriately dressed for learning.

Read and refer to the RRPS Student Dress Code on the district web site.

School colors for MLKE are purple and gold. Students are encouraged to wear MLK shirts or school colors every Friday which is our Spirit Day. Tennis shoes are to be worn during Physical Education classes. No flip flops are allowed at anytime.

Security and Visitors

- Martin Luther King, Jr. pledges to make every effort to ensure the safety of our students. Therefore, all persons entering the campus who are not school staff are considered visitors. All visitors at the school are required to check in at the office and wear a visitor badge as identification. Please have a valid government issued ID card or driver's license for check in.
- **Visitors will be allowed to sign-in no earlier than 9:15 a.m., after attendance and announcements.** Parents and visitors are to report to the office when they enter the building **between the hours of 9:15 a.m. and 4:00 p.m..**

- All parents/guardians or any person requesting to pick up a student will be asked to present a form of identification and must be listed on the enrollment card to ensure safety.
- FOBS – parents may be assigned a FOB key if needed for access to portions of the MLK campus by the main office when signing in. In order to obtain a FOB, car keys or a driver’s license must be kept by the office in exchange for the issuance of a FOB.
- During special events visitors must remain in common areas and may not visit classrooms.

Safety Drills

Please take a moment to familiarize yourself with the following drills that will take place periodically throughout the school year. The purpose of the drills is to practice safety protocols so the students know what to do in the event of an emergency situation.

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

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

Secondary Evacuation Plan

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

1. In situations that only involve Martin Luther King Jr. Elementary
 - a. Students will be transported to RRHS
 - b. No parent pick up will be done at Martin Luther King Jr. Elementary.

- c. Parents will be directed to the appropriate pick up point (Parent Pick-up at RRHS, Broadmoor at Fruta) and will go to the command post to check out their student(s).
2. In the event that there are multiple situations in the school district going on at the same time and evacuation can not be done to the high school(s), alternative preparations will be made for students to be picked up.
3. 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.
 - a. Only designated pickup points will be utilized.

Releasing Students

Upon arrival to the command post parents, guardians and personnel authorized to receive students will check in with the administrator/ coordinator with the attendance/ check out sheet. A release form must be signed by any authorized person picking up a student.

The coordinator will communicate with radio or runner to the station that have those students to have them meet at the pickup zone.

Student Assistance Team (SAT)

The NM Public Education Department requires each school to have a Student Assistance Team in place to address individual student needs. Classroom interventions are provided by the teacher as the first step in this process. A SAT meeting will be held if additional support and interventions are necessary for a student. Attending the meeting will be a school administrator, SAT chairperson, classroom teacher, and the parents of the student. During the school year, if further actions are warranted, a referral may be made to the Multidisciplinary Team (MDT). Parent participation is critical in this process and we value your involvement and support.

Student Health

The Health Office at MLKE is a facility where sick or injured children are assessed, triaged, treated, and/or referred for further treatment. It is staffed with a state licensed School Nurse or trained Health Assistant at all times.

In compliance with the State Public Health Regulations, students may not attend school if they have the following conditions: fever (100 degrees or higher), vomiting, diarrhea, chicken pox, head lice, impetigo, and unidentified rashes or sores. Students must be free of fever, vomiting, and diarrhea for 24-hours without medication before they may return to school.

All efforts will be made to return a child to class if deemed appropriate by the Health Office Staff. Reasons for exclusion from school or the bus may include, but are not limited to: vomiting, diarrhea, fever of 100 degrees or greater, significant injury, or symptoms not responding to treatment. Students who are placed on antibiotics by their physician must remain at home for the first 24 hours of treatment.

It is also recommended that you place extra clothing into your child's backpack in case of wetting/soiling accidents, juice/milk spills, puddle jumping, etc. If such an accident does occur, it can be quickly addressed if extra clothing is available in their backpacks. If your child does not have extra clothing, he/she will have to call you to bring a change of clothing for them.

Students may be kept in the Health Office during recess only with a written request by a physician. The Health Office keeps an emergency card on file. Please be sure to notify the Health Office of all allergies. **It is the responsibility of the parent to keep all home, work, and emergency phone numbers updated by calling the office when there are changes. If a child is seriously injured or ill and there is no available parent contact, 911 will be called at the expense of the parent.**

Medications

Prescription medication – before giving medication at school, the Authorization to Administer Medication Form (copy available from the nurse) must be completed and on file in the Health Office. The doctor's instructions and signature, as well as parent permission and signature must be

included. The medication **must be brought to the Health Office by a parent or authorized adult** and it must be in a container labeled with a pharmacy label.

Non-prescription (over the counter) medication such as (Tylenol, cough drops, sunscreen)– a parent or authorized adult must bring in the unopened container, labeled with the child's name. The School Nurse will require the parent to complete an information form, stating the name of the medication, reason for use, amount and time to administer, and the parent's signature and date.

Textbooks and Library Books

Students who lose or damage a new textbook or library book must pay to replace the book. A refund will be given if the book is found at a later date.

Volunteers at School

We wish to thank our many volunteers for their generous contribution of time and commitment to our MLK students and staff. Volunteers must be approved through **volunteer requirements of RRPS**. This applies to all volunteers, regardless of volunteer work in previous years. **Please go to our website at rrps.net, click on the volunteer tab and complete the application process to become an approved volunteer.** Expectations for MLK volunteers are as follows:

- Volunteers will sign in after 9:15 a.m. for their duties.
- Volunteers must have a prearranged time worked out with the teacher so the teacher can inform the office staff of the time the volunteer will be on campus.
- Volunteers are asked not to bring other children to school while they are here. This is a distraction to learning and can be a supervision and safety concern.
- Volunteers are to work under the supervision of a staff member.
- Volunteers do not have access to the staff lounge, staff mailboxes, or playground.
- Volunteers are to dress appropriately for work in an elementary school.
- Volunteers may not use equipment in the workroom or use materials from the workroom without the supervision of the workroom manager.
- Volunteers will respect classroom instruction time and allow the teacher to remain focused on student learning and supervision of students.
- Chaperones must be cleared as volunteers by district for fieldtrips.

Classroom Placement Policy

Class lists are not final until the 20th day of school due to circumstances around student enrollment. Great care is exerted in keeping classroom enrollment balanced as well as finding the optimal classroom placement for each child who attends MLK Jr Elementary. Individual teacher requests will not be granted. Students are given a minimum of two weeks to adapt to a new classroom environment before any changes in placement will be considered. After two weeks if placement concerns are still present, the following steps will be initiated. 1. The parent/guardian meets with the classroom teacher to identify concerns, to establish open communication, and to develop a plan to solve or minimize any concerns. The plan must be implemented for a minimum of two weeks before proceeding to step two. 2. After the plan has been implemented for two weeks and all cooperative efforts are exhausted, if the parent/guardian continues to have concerns, the parent/guardian must notify the principal via email or written letter about those concerns. The principal will arrange a formal conference with the parent/guardian and teacher to discuss the previous plan and its outcomes, as well as the continuing concerns. A placement decision will be made at this meeting and a record of the conference kept on file in the office. 3. If a change in placement occurs, the principal will place the student according to placement criteria, which includes but is not limited to ELL requirements, Special Education requirements and other criteria for maintaining balanced classrooms.

RRPS Information

Title IX

Under the provisions of Title IX, Education Amendments of 1972, public schools must make sure that all students, regardless of gender, have equivalent opportunities to participate in athletics, academics, and training programs. The Title IX Coordinator for RRPS is Tonna Burgos, Rio Rancho Public Schools District Office, 500 Laser Rd., NE, Rio Rancho, NM 87124, (505) 896-0667.

Section 504

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

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

Teacher, Instructional Support Provider, and Principal Qualifications

The federal No Child Left Behind Act and 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. 136.

*****Please be sure to sign the Student/Parent Handbook
Acknowledgement Form**