

# Martin Luther King, Jr. Elementary School 2018-19 Student and Parent Handbook

1301 Nicklaus DR, SE  
Rio Rancho, NM 87124

Tel. 505-892-2575

Fax: 505-892-9862

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



## 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

Site Specialist: 7

**Rio Rancho Public Schools District Office: 896-0667**

**Department of Student Transportation: 338-0078**

MLK Office Staff

Janna Chenault

Jennifer Bartley

Jenna Johnson

Jennifer Rael

Sandy Ratajczak

Principal

Assistant Principal

Administrative Assistant

Admissions/Secretary

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](http://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, 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.	<b>Classes begin</b>
12:45 p.m.	Wednesday Dismissal
4:00 p.m.	Monday/Tuesday/Thursday/Friday Dismissal

### Tardiness

If your child is late, please call and let the attendance secretary know. For students 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.** Students whose classes are in the main building 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. When your child is tardy, he or she is missing a very important part of the day. 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 are to come directly to the office, 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.

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.

**\*To avoid interruptions and confusion during dismissal, 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. It is disruptive to instruction when calls are made into the classroom. We understand there are emergencies that cannot be avoided and those take precedence. We ask that this be the exception and not the rule. If you are changing pick up protocol for your child, the front office has to be notified by 3PM so staff can contact the teacher and child. You can also send a written note to your child's teacher.

### 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.

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

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-5<sup>th</sup>, 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. 56049

## Birthdays

Students may be recognized by their teacher in the month of their birth as a celebration of their special day. During the school day, healthy snacks are encouraged for birthday treats. Teachers will provide suggestions for acceptable healthy snacks or alternative activities to celebrate birthdays or special activities/parties. This is true also for all other holidays as well. This is in accordance with the **New Mexico Healthy Schools** guidelines. **Due to allergens, please keep balloons, flowers and other celebratory items for students to receive upon their arrival home. Balloons are not allowed on school buses.** All birthday treats will be shared during the last 30 minutes of the day unless specifically arranged with the classroom teacher. Finally, all snacks brought to campus will be delivered or picked up by school staff/students. Treats will not be delivered during instructional time.

## Bus Transportation

See Bus Transportation Handbook. (Available online)

## 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

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. 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 online 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.
- **Only RRPS approved volunteers may act as chaperones on field trips.**

## Internet Use Policy

Before a student is allowed access to the Internet, parents 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.

## 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 given either a purple or a gold card to display in their vehicles' windows.

**Gold Zone:** If you live in Cabezon and east of Golf Course Drive, you will receive a gold card and will use the drop off lane on the south end of Nicklaus (27<sup>th</sup>) Street which you will **enter from Chianti**.

**Purple Zone:** If you live north of MLK, you will receive a purple card and 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 (27<sup>th</sup>) 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 26<sup>th</sup> St.**

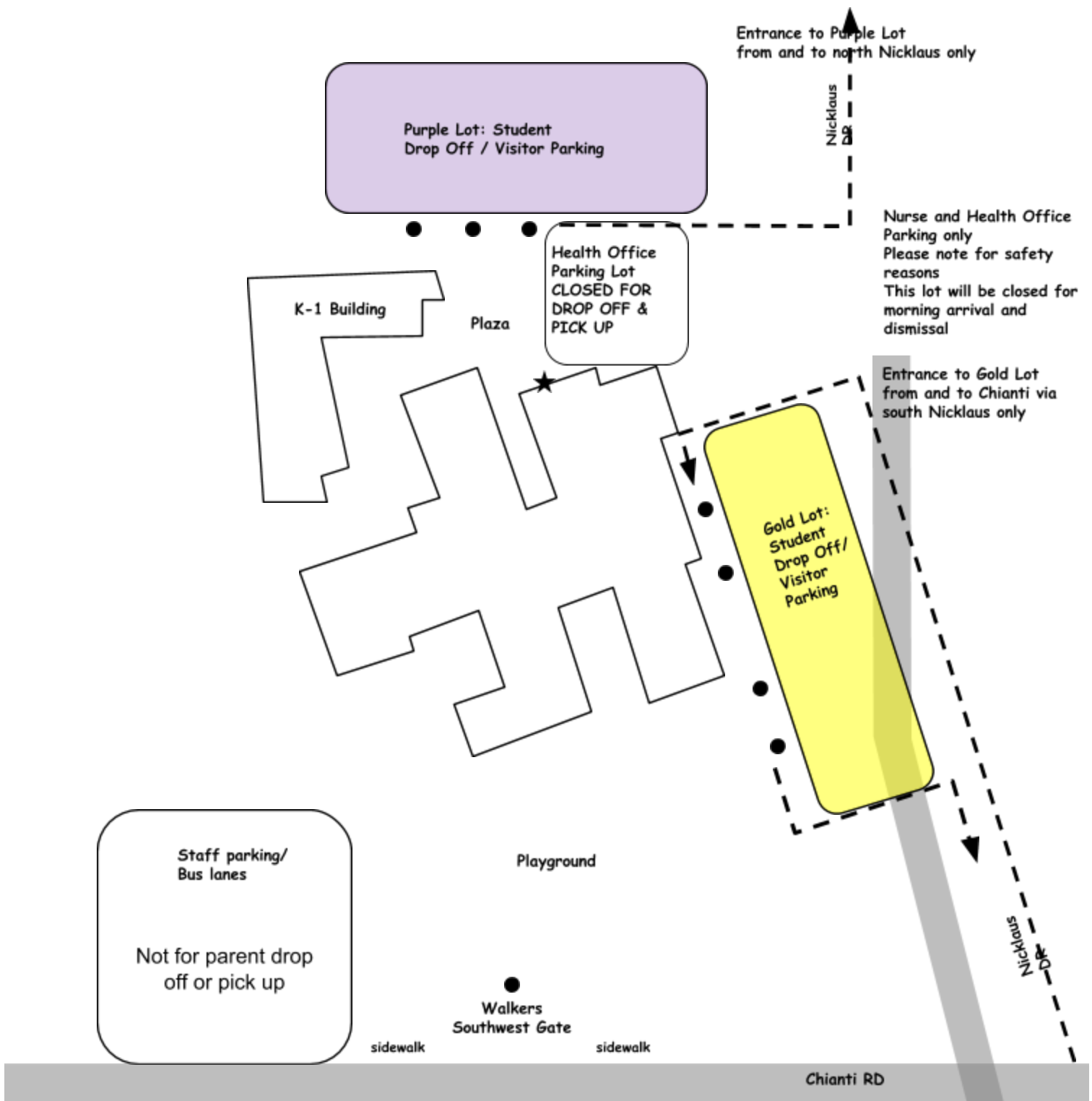
Students who are eligible for bus services are strongly encouraged to ride the bus to and from school. Students riding a bus are dropped off in the bus lanes at the back of the school. **The bus zone is off limits to other vehicles at all times.**

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.

The front office lot will be closed during drop-off and pick-up as it is not a designated drop-off or pick-up lane.

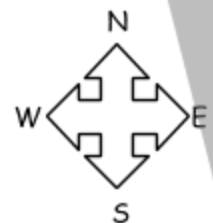
**\*Students will not be released within 30 minutes of the dismissal bell, so please plan accordingly.\***

# Martin Luther King, Jr. Elementary Traffic Plan



**Legend:**

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



## Newsletters and Communication

Teachers send home monthly or weekly newsletters and also maintain School Fusion pages online. At the beginning of the year, each student will receive a School Fusion user id and password where you can communicate with your child's teacher and receive classroom and school announcements online and via email. Martin Luther King, Jr. Elementary students will publish periodically throughout the year.

This login portal can be accessed on our website: [www.rrps.net](http://www.rrps.net), click on Schools, Elementary Schools, and Martin Luther King, Jr. Elementary. Our administrators also send out a monthly newsletter with information and dates to know.

## 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.

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, 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 and a designated Leader In Me School.

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. Our goal is to become a Leader In Me lighthouse school which fully promotes PBIS. This school year we are implementing Love and Logic. We will provide training for staff, students and parents. You



can find more information here: <https://www.loveandlogic.com/about/fact-sheet>

## Project Backpack

This program provides healthy, kid friendly snacks to children in our school community. Although it is hard to believe, there are children in our community whose families are not able to afford food. They rely on state and federally funded free lunch programs to help them provide healthy meals for their kids during the week. Unfortunately, there are no programs to assist these families over the weekends. Project Backpack aims to “bridge the gap” in children’s nutritional health by sending healthy, easy to manage snacks home on weekends in a backpack. Kids pick up their personalized backpack from the school counselor, filled with snacks for the weekend. The children return the backpacks to school each Monday, so they can be refilled for the following weekend. Project Backpack is a community serviced program, relying solely on donations from businesses and individuals in our community in order to provide this service. If you think your child may benefit from this program, please contact our school counselor.

## 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 stay informed by reading the [PTSA Pipeline](#) newsletter which is sent home once a month. You can email the PTSA at [MLkjrelem@gmail.com](mailto: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 nine 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). All students considered for retention must be in the Student Assistance Team process. If the students still does not meet proficiency levels, administration and teachers may recommend retention. Parents may refuse retention one time from kindergarten through 8th grade. 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.

## 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.
- **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.** Visitors are required to sign in and exchange keys or a driver's license for a "visitor" badge to be worn while on campus.
- All parents/guardians or any person requesting to pick up a student may 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.

## 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. **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 – 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.

## Student Placement and Class Change Policy

Staff and administration make decisions for placement of students based on data, student performance measures, classroom teacher information, and parent information. In the event you have concerns about your child's placement, please review the following guidelines:

- A student will not be moved within the first three weeks of school.
- Class placement changes will not be considered until the parents, classroom teacher, and administrator have held at least two meetings to address concerns.
- A meeting with the teacher and administrator will be held to determine if a change is in the best interest of the child.

## 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 come to the office to pick up an information packet and begin the 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.

## 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.

# Rio Rancho Public Schools

## 2018-2019 Elementary Discipline Matrix

### Progressive Discipline (P.D.)

When it is necessary to impose discipline, school administrators and teachers will follow a progressive discipline process. The degree of discipline to be imposed by school officials will be in proportion to the severity of the behavior of a particular student and will take into account the student's discipline history, the age of the student and other relevant factors.

The following elementary school code of conduct has been adopted to protect and foster respect for the rights of RRPS elementary 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. Additional violations of 4 or more will be addressed according to the guidelines set below in the Additional Consequences after Level I and Level II matrix area.

These represent the recommended guidelines in the disposition of discipline situations for the elementary 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	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
Behavioral disruption (Profanity, rudeness, acting disrespectfully, dishonesty, name calling, etc.)	1 Recess Detention or Responsibility Room	2 Recess Detentions Parent Notification	Parent Notification Behavior Contract or ½ Day ISS
Bus Disruptions	Refer to Transportation Handbook		
SAFE Disruptions	Refer to SAFE Discipline Matrix		
Dress Code Violation	Parent Contact and Warning Options: • Change into other clothing may have • Clothing provided by school • Be sent home	Parent Contact • Change into acceptable clothing • Be sent home	Parent Notification ½ Day ISS • Change into acceptable clothing • Be sent home
Public Display of Affection (PDA)	1 Recess Detention	Parent Notification 2 Recess Detentions	Parent Notification ½ Day ISS
Unexcused Tardy	Written Warning	Parent Notification	1 Recess Detention Per Unexcused Tardy

Level II			
Behavior	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
Electronic Devices	Parent Notification 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
Failure to Report	Parent Notification 1 Day Recess Detention	Parent Notification 2 Days Recess Detention	Parent Notification /S.R.O. 1 Day ISS
Cheating or plagiarism	Parent Notification Redo Assignment	Parent Notification 1 Recess Detention Behavior Contract	Parent Notification ½ Day ISS Continue/Revise Behavior Contract
Ditching	Parent Notification Behavior Contract 1-5 Days Recess Detention	Parent Notification ½ Day ISS S.R.O. may be contacted	Parent Notification 1 Day ISS S.R.O. may be contacted

Inappropriate Touch	Parent Notification, counseling 2 Days Recess Detention S.R.O. may be contacted	Parent Notification 1 Day ISS, counseling Behavior Contract S.R.O. may be contacted	Parent Notification 1 Day OSS Continue/Revise Behavior Contract S.R.O. may be contacted
Rough Housing	1 Recess Detention	Parent Notification 2 Recess Detentions Behavior Contract	Parent Notification 1 Day ISS Continue/Revise Behavior Contract
Verbal Aggression/Provoking	Parent Notification 1 Day Recess Detention	Parent Notification 2 Days Recess Detention Behavior Contract	Parent Notification 1 Day ISS Continue/Revise Behavior Contract S.R.O. may be contacted
Inappropriate possession or use of technology (unauthorized access to software, telephones, accounts or files)	Parent Notification Loss of computer privileges for up to twelve (12) weeks as per Behavior Contract	Parent Notification 1-2 Days ISS and Loss of computer privileges for up to 24 weeks as per Behavior Contract	Parent Notification 1 Day OSS Loss of computer privileges for entire school year as per Behavior Contract
Insubordination, defiance of authority or showing disrespect	Parent Notification 2-4 Days Recess Detention Behavior Contract	Parent Notification ½ Day ISS, counseling, Continue/Revise Behavior Contract	Parent Notification 1 Day ISS Continue/Revise Behavior Contract
Physical or Aggressive contact towards student	Parent Notification, counseling ½ - 2 Days ISS Behavior Contract	Parent Notification 1-3 Day(s) OSS Continue/Revise Behavior Contract	Parent Notification 3-5 Days OSS Continue/Revise Behavior Contract
Physical or Aggressive contact towards staff member	Parent Notification, counseling ½ - 2 Days ISS Behavior Contract	Parent Notification 1-3 Day(s) OSS Continue/Revise Behavior Contract	Parent Notification 3-5 Days OSS Continue/Revise Behavior Contract
Minor Theft	Parent Notification 1 Day Recess Detention Restitution of Stolen Item Behavior Contract	Parent Notification 1 Day ISS Restitution of Stolen Item Continue/Revise Behavior Contract	Parent Notification 1-3 Days OSS Restitution of Stolen Item Continue/Revise Behavior Contract
Disrupting a school activity (field trip, event, game, etc.)	Parent Notification Loss of next school activity	Parent Notification Loss of next two school activities 1 Day ISS	Parent Notification Loss of school activities for the remainder of the school year 1 Day OSS
Misuse of or falsifying any official document or communication (including but not limited to: agenda, pass, ID, progress report, call to school to excuse an absence, parent signature, etc.)	Parent Notification 1 -2 Days Recess Detention, possible loss of grade or credit,	Parent Notification 2 -4 Days Recess Detention, possible loss of grade or credit, Behavior contract	Parent Notification 1 Day ISS S.R.O. may be contacted Continue/Revise Behavior Contract
Possession of inappropriate materials (toys, electronics, explicit materials)	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 Continue/Revise Behavior Contract
Possession/use of tobacco, rolling papers or incendiary paraphernalia at school or school sponsored event.	Parent Notification, counseling ½ Day ISS Behavior Contract	Parent Notification, counseling 1 Day ISS Continue/Revise Behavior Contract RRPD may be contacted	Parent Notification 1 Day OSS Continue/Revise Behavior Contract S.R.O. will be contacted

### Additional Consequences after Level I and Level II

Behavior	4th Offense	5th Offense	6th Offense
Failure to comply with disciplinary consequences, includes multiple referrals and not necessarily for the same behavior.	Parent Notification Twice the previous consequences Behavior Contract	Parent Notification 1 -3 Days ISS or OSS Continue/Revise Behavior Contract	Parent Notification 3-5 Days ISS or OSS Continue/Revise Behavior Contract

### Level III – RRPD referral may be filed on all Level III

Behavior	1st Offense	2nd Offense	3rd Offense
Arson	Parent Notification 10 Days OSS pending hearing		
Assault/Battery of a staff member or student	Parent Notification 3-5 Days OSS Behavior Contract	Parent Notification 5-10 Days OSS Or 10 Days OSS pending hearing	
Communicating intent to harm a staff or student	Parent Notification 1-3 Days OSS Behavior Contract	Parent Notification 5 Days OSS Continue/Revise behavior contract	Parent Notification 10 Days OSS pending hearing
Bomb Threats/False Alarms/Explosives	Parent Notification 10 Days OSS Pending hearing		
Gang Related Activity	Parent Notification 1 Day ISS	Parent Notification 3 Days OSS Behavior Contract	Parent Notification 10 Days OSS pending hearing
Habitually Disruptive	Parent Notification 6-9 Days OSS	Parent Notification 10 Days OSS Pending hearing	
Harassment/Bullying (Physical, racial, verbal, electronic, intimidation toward another student, bullying, etc.)	Parent Notification, counseling 1/2-2 Days ISS Behavior Contract	Parent Notification 1-3 Days OSS Continue/Revise Behavior Contract	Parent Notification 3-5 Days OSS Continue/Revise Behavior Contract
Making a false 911 call	Parent Notification 1-3 Days ISS or OSS	Parent Notification 4-10 Days OSS Or 10 Days OSS pending hearing	
Personal substance abuse (solicitation, possession, consumption, or being under the influence of alcohol, drugs, look-a-likes, e-cigarettes or other controlled substances including OTC drugs and prescription drugs and/or possession of paraphernalia)	Parent Notification, counseling 5 Days OSS Behavior Contract	Parent Notification 10 Days OSS pending hearing	
Selling or distributing alcohol, drugs, look-a-likes, or other controlled substances including OTC drugs and prescription drugs	Parent Notification 4-10 Days OSS Or 10 Days OSS pending hearing		



Sexual Harassment	Parent Notification ½ - 2 Days ISS, counseling Behavior Contract	Parent Notification 3-5 Days OSS Continue/Revise Behavior Contract S.R.O. may be contacted	Parent Notification 5-10 Days OSS Or 10 Days OSS pending hearing
Sexual Misconduct	Parent Notification 5-9 Days OSS 10 Days pending hearing		
Theft/Extortion	Parent Notification 3 Days ISS S.R.O. Contact Restitution Behavior Contract	Parent Notification 2-5 Days OSS Restitution Continue/Revise Behavior Contract	Parent Notification 10 Days OSS pending hearing Restitution
Vandalism (involved in altering, defacing or destroying school or private property, including technology)	Parent Notification 1-5 Days OSS Loss of privileges and restitution	Parent Notification 6-9 Days OSS Loss of privileges and restitution	Parent Notification 10 Days OSS pending hearing Restitution
Possession of Weapons or Look A likes	Parent Notification 1-10 Days OSS Or 10 Days OSS pending hearing S.R.O. may be contacted		



## NOTIFICATION OF RIGHTS FOR RRPS ELEMENTARY AND SECONDARY SCHOOLS: 2018-19 SCHOOL YEAR

**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. <sup>1</sup>

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.

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):

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

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.



## NOTIFICACIÓN DE DERECHOS PARA LAS ESCUELAS PRIMARIAS Y SECUNDARIAS DE RRPS – 2018-19

**DERECHOS GENERALES DE ACUERDO A FERPA.** La Ley Federal de Derechos Educativos y de Privacidad para la Familia (FERPA) da a los padres y estudiantes mayores de 18 años de edad o que asisten a una escuela superior al nivel de la escuela secundaria (“estudiantes elegibles”) ciertos derechos con respecto a los expedientes educativos de sus estudiantes. Estos derechos son:

1. El derecho de inspeccionar y revisar los expedientes educativos del estudiante dentro de los 45 días después del día en que el director de RRPS de la escuela de su estudiante recibe la solicitud de acceso. Los padres o estudiantes elegibles deben presentar al director de la escuela una solicitud por escrito que identifique los archivos que desean inspeccionar. El oficial de la escuela hará los arreglos para el acceso y notificara al padre o estudiante elegible de la hora y lugar donde los archivos pueden ser inspeccionados. Las escuelas no están obligadas a proporcionar copias de expedientes a menos que por razón como una gran distancia sea imposible para que los padres o estudiantes elegibles revisen los expedientes. Las escuelas pueden cobrar una cuota por las copias.
2. El derecho de solicitar la enmienda de los archivos educativos del estudiante que el padre o estudiante elegible creen que son inexactos o conducente a error o en violación de los derechos de privacidad de acuerdo a FERPA.

Los padres o estudiantes elegibles que desean pedir a la escuela que se modifique el archivo deben escribir al director de la escuela identificando claramente la parte del expediente que quieren cambiar y explicar explícitamente porque se debe cambiar. Si la escuela decide no enmendar el expediente según lo solicitado por el padre o estudiante elegible, la escuela notificara al padre o estudiante elegible de la decisión y de su derecho a una audiencia sobre la solicitud de enmienda. Información adicional sobre los procedimientos de audiencia será proporcionada al padre o estudiante elegible cuando sea notificado del derecho a una audiencia.

3. El derecho a dar su consentimiento por escrito antes de que la escuela revele la información de identificación personal (PII) de los expedientes educativos del estudiante, excepto en la medida que FERPA autoriza la divulgación sin consentimiento.
4. El derecho a presentar una queja ante el Departamento de Educación de E.E. U.U. sobre presuntas fallas por parte de RRPS en cumplir con los requisitos de FERPA. El nombre y dirección de la oficina que administra FERPA son: *Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202*

**EXCEPCIONES A LA DIVULGACIÓN SIN CONSENTIMIENTO PREVIO.** Una excepción que permite divulgación sin consentimiento es la divulgación a funcionarios escolares con intereses educativos legítimos. Un funcionario escolar es una persona empleada por la escuela como un administrador, supervisor, instructor o miembro del personal de apoyo (incluyendo personal de salud o médico y personal de la unidad del orden público) o una persona que sirve en la mesa directiva. Un funcionario de la escuela también puede incluir a un voluntario o contratista que no trabaja en la escuela y que desempeña un servicio institucional de la función a la cual la escuela, de otra manera, tendría que ocupar a sus propios empleados y que esta bajo directo control de la escuela con respecto al uso y mantenimiento del PII de los registros educativos, tales como un abogado, auditor, asesor médico o terapeuta; un padre o estudiante voluntario para servir en un comité oficial, como un comité disciplinario o de quejas; o un padre, estudiante u otro voluntario que ayuda a otro funcionario escolar en el desempeño de sus tareas. Un funcionario escolar tiene un interés educativo legítimo si el funcionario necesita revisar un expediente académico para poder cumplir con su responsabilidad profesional.

A petición, la escuela puede divulgar los registros académicos sin consentimiento a funcionarios de otro distrito escolar en el cual el estudiante busca o intenta matricularse o ya esta matriculado, si la divulgación es para propósitos de la matricula o transferencia del estudiante. RRPS transmitirá estos registro a petición sin notificar a los padres o al estudiante elegible a menos que el padre o estudiante

elegible haya notificado por escrito al director dentro de los quince (15) días de la publicación del presente anuncio, o quince días de la matrícula (el posterior) que consentimiento previo por escrito es necesario.

PII también puede ser divulgada de conforme con los reglamentos del Departamento de Educación Pública, y sin notificación o consentimiento previo, a organizaciones externas con fines educativos legítimos. “Fines educativos legítimos” se definen como las oportunidades de educación, servicios y/o información ofrecida o proporcionada por entidades educativas acreditadas u organizaciones educativas profesionales.

**INFORMACIÓN DEL DIRECTORIO.** RRPS puede divulgar “información del directorio” apropiadamente designada sin consentimiento por escrito, a menos que un padre o estudiante elegible haya notificado a la escuela de lo contrario de acuerdo con los procedimientos del Distrito de RRPS. Información del directorio es información que usualmente no es considerada perjudicial o una violación de privacidad si es divulgada. El propósito principal de la información del directorio es permitir a RRPS incluir este tipo de información de los expedientes académicos del estudiante en ciertas publicaciones de la escuela y el distrito. Los ejemplos incluyen:

- Un programa mostrando el papel de su hijo en una producción dramática;
- El anuario;
- Cuadro de honor u otras listas de reconocimiento;
- Sitios web o boletines de la escuela y el distrito
- Programas de graduación; y
- Hojas de actividades deportivas tales como lucha libre, dando a saber el peso y altura de los miembros del equipo.

Para el año escolar 2018-2019, RRPS ha designado la siguiente información como información del directorio:

1. Nombre del estudiante
2. Grado en la escuela;
3. Nombre de la escuela;
4. Elegibilidad y participación en actividades oficialmente reconocidas, incluyendo pero no limitado a exposiciones de bellas artes, programas de artes escénicas, otras actuaciones, programas de graduación y eventos deportivos;
5. Peso y altura de miembros de equipos deportivos;
6. Honores y premios recibidos;
7. Anuarios; e
8. Identificación en forma impresa, electrónica o de medios visuales incluyendo fotografías, videocintas y videos de imágenes que representa a los programas o actividades escolares.

Adicionalmente, dos leyes federales requieren que RRPS, que recibe asistencia de acuerdo al Decreto de Educación Primaria y Secundaria de 1965 (ESEA), de proporcionar a los reclutadores militares, cuando soliciten la siguiente información – nombres, direcciones y listas telefónicas – a menos que los padres hayan notificado a LEA que no quieren que la información del estudiante sea proporcionada sin su consentimiento previo por escrito.

Si usted se opone a que RRPS divulgue información del directorio de los archivos educativos de su estudiante, información con propósitos educativos legítimos o a reclutadores militares sin consentimiento previo por escrito, debe notificar al Director de la Escuela donde se guardan los expedientes dentro de quince (15) días de la publicación de esta notificación o dentro de quince (15) días de la matrícula o el que tome lugar posteriormente. La objeción debe indicar la información que el padre o el estudiante no quiere que sea clasificada como información del directorio. Si no se recibe ninguna objeción dentro del plazo de los quince (15) días aplicables, la información será clasificada como información del directorio hasta principio del próximo año escolar.

Una lista completa de las divulgaciones de PII que la Escuela puede hacer sin consentimiento de los padres esta disponible en el sitio web de RRPS (rrps.net) y en la oficina del director de la escuela.

## **Aviso Protección de los Derechos del Alumno (“PPRA”)**

El decreto federal de Protección a los Derechos del Alumno (PPRA) proporciona a los padres y estudiantes elegibles, incluyendo a los estudiantes que están emancipados de acuerdo a la ley estatal, ciertos derechos con respecto a la realización de encuestas, recolección y uso de información para propósitos de mercadeo y ciertos exámenes físicos. Estos incluyen el derecho a:

- Consentimiento antes que los estudiantes estén obligados a hacer una encuesta que se refiere a una o más de las siguientes áreas protegidas (“encuesta de información protegida”) si la encuesta es financiada en su totalidad o en parte por un programa del Departamento de Educación (ED) de Estados Unidos:
  1. Afiliaciones políticas o creencias del estudiante o de los padres del estudiante;
  2. Problemas mentales o psicológicos del estudiante o de la familia del estudiante;
  3. Comportamiento o actitudes sexuales;
  4. Comportamiento ilegal, antisocial, auto-incriminación, o degradante;
  5. Valoraciones críticas de otros con quienes los encuestados tienen relaciones familiares cercanas;
  6. Relaciones privilegiadas reconocidas legalmente, tales como con abogados, doctores o ministros;
  7. Practicas, afiliaciones o creencias religiosas del estudiante o de los padres; u
  8. Otro ingreso que no sea el requerido por la ley para determinar elegibilidad para el programa.
- Recibir notificación y una oportunidad de optar que un estudiante no participe en:
  1. Cualquier otra encuesta de información protegida independientemente de la financiación;
  2. Cualquier examen que no sea de emergencia, examen físico invasivo o preevaluación requerida como una condición de asistencia, administrada por la escuela o su agente, y no necesario para proteger la salud y seguridad inmediata de un estudiante, con excepción de un examen de audición, visión o escoliosis, o cualquier examen físico o de preevaluación permitido o requerido de acuerdo al a ley del estado; y
  3. Actividades que involucren la recopilación, divulgación o uso de información personal obtenida de los estudiantes para comercialización o para vender o distribuir la información a otros.
- Inspeccionar, a petición y antes de administración o uso:
  1. Encuestas de información protegida de los estudiantes;
  2. Instrumentos utilizados para recopilar información personal de los estudiantes para cualquier comercialización mencionada arriba, ventas u otros propósitos de distribución; y
  3. Material de instrucción usado como parte del currículo educativo.

RRPS ha adoptado normas, en consultación con los padres, acerca de estos derechos, así como arreglos para proteger la privacidad de los estudiantes en la administración de encuestas de información protegida, y la recopilación, divulgación, o uso de información personal para comercialización, ventas u otros propósitos de distribución.

RRPS notificara directamente a los padres acerca de estas normas a lo menos anualmente, al comienzo de cada año escolar y después de cambios sustanciales.

RRPS también notificara directamente por medio del coreo U.S. Mail o correo electrónico, padres de estudiantes que estén programados para participar en actividades específicas o las encuestas indicadas a continuación y proporcionaran la oportunidad de que los padres opten por que su hijo no participe en una actividad específica o encuesta. RRPS hará esta notificación a los padres al comienzo del año escolar si el Distrito ha identificado las fechas específicas o aproximadas de las actividades o encuestas a ese tiempo.

RRPS administra anualmente una “Encuesta de Seguridad y Satisfacción del Estudiante” a grupos de estudiantes al azar en los grados 5-12 que incluye preguntas relacionadas con el área 4 dada arriba. Para encuestas y actividades programadas después del comienzo del año escolar, se les proporcionara a los padres notificación razonable acerca de las actividades y encuestas planeadas indicadas a continuación y se les proporcionara la oportunidad de optar por que su hijo no participe en tales

actividades y encuestas. A los padres también se les dará la oportunidad de revisar cualquier encuesta pertinente.

A continuación se presenta una lista de actividades y encuestas específicas cubiertas bajo este requisito:

1. Recopilación, divulgación o uso de información personal para comercialización, ventas u otra distribución.
2. La administración de cualquier encuesta de información protegida que no ha sido financiada en su totalidad o en parte por ED.
3. Cualquier examen que no sea de emergencia, examen físico invasivo o pre-evaluación requerida como se describe anteriormente.

Los padres que creen que sus derechos han sido violados pueden presentar una queja con:

*Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W. Washington, D.C. 20202-5901.*

### **Cualificaciones del Maestro, Proveedor de Apoyo Educativo y el Director**

El Código de las Escuelas Públicas de New Mexico proporciona a los padres el derecho de pedir información acerca de licencias y otras cualificaciones, asignación de maestros y entrenamiento de los maestros de sus niños, proveedores de apoyo educativo incluyendo paraprofesionales y directores de las escuelas. Preguntas sobre las cualificaciones de los maestros y el personal deben ser dirigidas a la Dra. Susan Pasell, Directora Ejecutiva de Recursos Humanos de las Escuelas Públicas de Rio Rancho, 500 Laser Rd. NE, Rio Rancho, NM, 87124, (505) 896-0667 extension. 51136.