



Vista Grande Elementary School

7001 Chayote Road

Rio Rancho, NM 87144

Phone (505) 771-2366 Fax (505) 771-2369

<https://vistagrande.rmps.net/>

“Together, we are here to learn.”

2018-2019

Parent/Student Handbook

CONTENTS	2
Attendance	3-4
Before and After School Programs	6
Bicycle Safety	6
Bus Transportation	6-7
Cafeteria	9
Counselor	13-14
Discipline Matrix	18-22
Drop Off/Pick Up Procedures	4-5
Electronic Devices	14
Expectations/School Rules	14-17
FERPA	23-26
Grizzly Growl, School Newsletter	9
Health Office/Immunizations	7-8
Inclement Weather	5
Insurance	8
Internet Access	18
Lost and Found	18
Phone Extensions	29-30
Progress Reports, Report Cards and Parent Teacher Conferences	9
Related Arts (PE, Music, Art, Library and Computers)	8-9
RRPS School Policies (Weapons and Substance Abuse)	7
Student Placement and Class Change Policy	10
Uniform Policy (School Wear)	10-13
Volunteers/Visitors	10
Year at a Glance 27-28	
Vista Grande Handbook 2018-2019	2

Attendance

Definition of an attendance day - Students are considered to be in attendance when in class or in a school approved activity. If a student attends school for one-half or less of the total instructional time, the student will be counted as having attended for one-half day. The one-half day mark is at 12:30 pm (11:05 on Wednesdays). If the student attends school for more than one-half of the total instructional time, the students will be counted as having attended for a full day. Perfect attendance is for students who are at school on time every day with no early dismissals.

Prompt and regular attendance is essential for a student to obtain academic success. Missed days, being tardy and leaving early can leave gaps in the educational process. Please make every effort to get your child to school on time every day. (RRPS Board Policy 305-1 view at www.rrps.net)

Absences will be excused for the following reasons: doctor's appointments (please bring in a doctor's note), illness (a doctor's note is required after 3 consecutive absences), a death in the family, emergency, religious commitments, diagnostic testing or other circumstances approved by school administrator. We understand there may be some circumstances in which students may not be able to attend school. In such cases, it is important for parents to communicate with the front office to make the school aware of all absences and circumstances surrounding them. Please note that even though you have reported an absence, absences such as vacations are recorded as "unexcused" as per district policy.

Students may not be picked up for early release 30 minutes before dismissal as this disrupts final instructions for the day.

Reporting a Student Absent

If your child will be absent, please call the attendance line at 771-2366 option #1 before 9:30am on the day of the absence and leave the following information:

Name of Child, Teacher's Name, Reason for the absence, your name and relationship to student

The front office will make a safe call to check on any child who does not have a parent reported absence.

RRPS Attendance Policy

When a student is absent, contact your child's teacher and request make-up work. Please allow a one day turnaround time. All teachers have voicemail. Your child will have as many days to make up the work as they were absent. (i.e. 3 days absent/ 3 days to make up the work)

When a student accrues 10 or more excused absences or 3 unexcused absences, the principal will send a letter to the parent/guardian stating specific attendance policies.

When a student has 10 or more unexcused absences during a semester, the case may be referred to the Probation Services Officer as a possible violation of the New Mexico Compulsory Attendance Law, NMSA Section 22-12-1 et seq. According to this law, any parent or guardian not ensuring their child is attending school may be guilty of violating this law.

When a student has received 10 consecutive absences during the school year, the child will be automatically disenrolled.

Tardies

When your child is tardy, he or she is missing an important part of the day. The routine, schedule, instruction and tone is being set for the day. If your child comes in late, they will miss this information and the class will be disrupted. In the event a tardy cannot be avoided, a parent must bring the student into the office to obtain a tardy slip. For safety reasons, please do not drop your student off and let them walk in unsupervised. Your child's safety is very important to us. No student will be admitted after 9:00 am to class without a note from the office. An exception will be made in the case of a late bus and this will be announced to staff.

Excusing Children From School

A child is not permitted to leave the school grounds before regular dismissal without a parent/guardian checking them out, in person, through the office. Parents are to come directly to the office, sign their child out, and the child will be called from the classroom. Parents are not permitted to call ahead to have their children wait in the office for parents to arrive. Parents are not to go directly to the classroom. Try to schedule doctor and dentist appointments after 4:15 pm or on Wednesday afternoons, if possible. No one may check your child out of school unless they are listed on the registration card or you have notified us in writing prior to the dismissal with verbal verification.

Drop-Off and Pick-Up Procedures

Please exercise caution and patience while driving in school zones. Speed limit is 5 mph.

Students should only be picked up and dropped off along the curb of the parking lot off of Chayote Road. The parking lot off of Boulder is for buses only. For the safety of everyone, do not use your cell phone or be distracted in any way when students are present while picking up your child. Failure to provide a safe environment by disregarding our safety procedures may result in driving on campus privileges being revoked.

You may park in the parking lot on the east side of the administration building (off of Chayote Road) and walk your child across the crosswalk. If you choose to drop off your child from your vehicle, please pull your car as far forward as possible along the red curb to allow cars to fill in behind you. Students should exit the vehicle on the right side of the vehicle only. Please help keep traffic flowing by having students ready to get out with bags in hand when the car comes to a stop. Students may be dropped off anywhere along the curb. Once your student leaves the

vehicle, they are to stay on the side of the yellow line away from traffic. Students are not allowed to be dropped off without being accompanied by an adult anywhere but the drop-off lane.

You may park in the parking lot on the east side of the administration building (off of Chayote), meet your child in front of the building and walk your child across the crosswalk to your car. For everyone's safety, there is a crosswalk through the middle of the VGE parking lot. When using the pick-up lane, please stay in your vehicle to wait for your child, pull your car as far forward as possible along the red curb to allow cars to fill in behind you. Once your child has entered your vehicle, please pull out and exit the parking lot. If the car in front of you has pulled out and you are still waiting, please pull forward to allow cars behind you to pull to the curb. Students may enter vehicles along the curb.

Middle school and high school students are not allowed on the campus unless accompanied by a parent. Special permission may be granted by the principal for those older students who need to pick up younger siblings. While waiting for siblings, they must display respectful and appropriate behavior. Offenders will be warned one time, then reported to DPS or asked not to return to campus. If a middle or high school student is on campus to volunteer in a classroom, with permission from a teacher, they must sign in at the front office and obtain a visitor tag.

Inclement Weather

An abbreviated day begins two hours later than the regular schedule. Bus schedules are also delayed two hours. Notification is usually given by 6:00 am. Should the complete cancellation of school become necessary, notification is usually given by 9:00 am when an abbreviated day is called. Please avoid calling the school or district office for this information. It is recommended that families plan for such emergency closures.

School closures or delays:

Radio: KOB AM 770 KOB FM 93.3

TV: KOB Channel 4 KOAT Channel 7 KRQE Channel 13

If severe weather conditions materialize during the school day, the decision for early dismissal will be made by 11:30 am and will be announced on radio and TV. The buses will begin a "three tiered" bus schedule beginning with the high schools, then the middle schools and concluding with the elementary schools. Families should have alternate arrangements for their children in this event. Bus students will go home on the bus and walkers will walk home. Be sure that someone is there for your child to let her or her in from the cold. We realize that many families work in Albuquerque or Santa Fe and will not be able to pick up their child as usual. As a family, plan where your student is to go and what neighbors or family members will take care of your child and let the school know in writing.

Bicycle/Scooter Safety

Children are permitted to ride bicycles or scooters to school. To ensure their safety, the following rules must be followed. Please discuss them with your student.

Children may ride their scooters or bicycles on public roads, but must WALK their bikes or scooters any time they are on school grounds.

Bicycles and scooters may be stored in the bike corral between the two parking lots. The bike corral will be locked each morning at 9 am and will be opened before dismissal. VGE is not responsible for lost/stolen or damaged bicycles/scooters left overnight.

The Child Helmet Safety Act of 2007 requires helmets for all minors under the age of 18 riding on bicycles, scooters, skateboards, and tricycles. Failure to comply with helmet regulations may result in revoking privileges of bringing bikes and scooters to school.

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

For children Kinder-5th grade and limited to 75 students per site

Contact: Robin Troup, Director of Student Services (505)896-0667 ext 51254

Vista Grande Site Supervisor: Yvette Hall (505)771-2366 ext 308

Hours are M-F 7:00 am until school begins and M-F after school release until 6:00 pm including Wednesdays

Bus Transportation

Please be sure your child knows where to go at the end of the day. It is a disruption to the entire class when messages must be delivered. Emergencies will arise so in that case, messages will be delivered promptly. Children who normally ride the bus will always be placed on the bus. The only time they will not is if a written note is given to the teacher alerting them of a change. Children will not be allowed to change buses unless it is approved by transportation (338-0078). Changing buses for social reasons is not acceptable. All arrangements must be communicated by the parent to the teacher if any changes are made relating to arrival or departure to/from the school.

Transportation by school bus is a privilege and an extension of the school day. Your child's safety on the bus is essential. Parents and students are strongly encouraged to read the RRPS student/parent transportation handbook which can be found on the www.rrps.net website under the transportation link under departments tab. The handbook was designed to provide general information to parents and students about student transportation services. The safety of our students is of foremost concern to RRPS when students are riding the bus. Therefore, there are many safety standards and student behavior expectations outlined in the handbook. Following these general rules will ensure students arrive to school in the morning and are

returned home in the afternoon in a safe, comfortable, and timely manner. Please familiarize yourself and your student with the rules and regulations that all students are expected to abide by.

Weapons Policy

The Rio Rancho School Board has a weapons policy in an attempt to protect students and staff in our schools. Rio Rancho Public Schools must comply with the state's Gun Free Act or risk losing funds. New Mexico requires schools to expel students for one year for carrying guns, knives or any items used as a weapon. Therefore, we are asking for help from the entire community as we continue to keep weapons and look-alike weapons out of schools. Our policy is simple: No weapons of any kind are allowed at school or at any school event.

Substance Abuse Policy

It is the position of Rio Rancho Public Schools that a caring environment is essential in preventing students from becoming involved with harmful substances. Therefore, students in RRPS will have the opportunity to develop a positive self-image and achieve their maximum potential in an atmosphere free of substance abuse.

While we recognize that health problems of the youth are primarily the responsibility of the home and community, the school shares the responsibility to provide a safe and orderly learning environment. In cooperation with the community, the schools shall endeavor to educate students and staff concerning substance use and/or abuse as well as support alternatives for helping students and their families, including prevention and intervention strategies.

In accordance with New Mexico Board of Education Regulation 81-3, RRPS supports a policy that prohibits student from using, possessing, or distributing alcohol and/or other harmful or illegal substances on school property, at the bus stop or at school activities. Students who violate this policy shall be subject to the full range of school and/or district disciplinary measures, in addition to applicable criminal and civil penalties.

Health Office

Our health office is staffed by a registered nurse and a trained nurse's assistant. Should your child become injured or ill, they will be sent to the health office. If the injury or illness is serious, parents will be contacted to come and pick up your child. Students are not permitted to remain at school if they are vomiting, have diarrhea, fever or rash. 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 the child is seriously injured or ill, 911 will be called at the expense of the parent.

School personnel are not allowed to administer medication to students. Health office staff will supervise self-administration of medication if parents have provided a doctor's authorization form with the proper instructions on the dispensing of the medication during school hours.

Please do not send any medication to school with your child or in their lunch. Send medications with a written note for over the counter medications or any authorization form for prescription medication directly to the health office. These drugs will be kept locked up in the health office.

Immunizations are required to enter public school in every state. All students entering RRPS must present a certificate/shot record showing immunizations against Diphtheria, Tetanus, Polio Oral Vaccine, Measles (Rubeola, Rubella) and Hepatitis B. Students will not be allowed to attend school until a shot record is produced. Check with your doctor, the school nurse or the local health department to determine if your child's shot records are up-to-date.

Insurance

New Mexico law states that a school district cannot assume liability for costs incurred in student accidents. The New Mexico Public School Insurance Authority makes a low cost student accident policy available to all students in Rio Rancho Public Schools. This policy is optional and explained in the brochure sent home at the beginning of the year.

Related Arts

Vista Grande Elementary has excellent music, physical education and art programs. We believe related art classes are an important aspect of a well-rounded education and directly support the academic standards held for all students. Students attend RA classes regularly – as much as the schedule will permit. It is expected that all children will participate in the classes and performances as part of their grade.

Physical Education – Sneakers/athletic shoes are expected for PE. Children must have a doctor's note if they are to be excused from PE class.

Music – Some performances may take place in the evening and your child is expected to participate. If this is impossible, you must contact the music teacher and obtain alternate assignments to complete the grade.

Art – Students attend art classes as much as the schedule permits. Periodically, the art teacher will put requests for supplies and materials in the school newsletter.

Library – Overdue and damaged book policy: When a book is lost or damaged, you are asked to pay for the book. The price charged to you is the replacement cost for the book. If a book is damaged but still useable, we will bill you up to ½ the cost of the book. When the damage is minor, we contact the student and attempt to clean or repair the book. Every book that is checked in is inspected and cleaned before it goes back on the shelf. Any damage is noted inside the front cover. New Mexico State Statute Chapter 280 allows for schools to hold a

parent responsible for loss, damage or destruction of instructional materials. Report cards will be held until books are returned or until the fine is paid.

Computers – Students will attend computer class weekly to learn basic computer skills and technology. Each classroom is also furnished with computers for student use.

Chromebooks - Students in fourth and fifth grades have chromebooks assigned to each of them for use at school. The chromebooks may not be taken home at the end of the school day.

Cafeteria

The cafeteria is set up to serve a buffet style lunch. The contractor working with Rio Rancho Public Schools is Sodexo. You may access the lunch menu online at www.rrps.net. Click on the student/parent resources tab.

If your child chooses to eat lunch in our cafeteria, please have your child bring a check to pay on a weekly or monthly basis, made out to Rio Rancho Public Schools or pay at Meal Time online (www.mymealtime.com). Prices are as following:

Breakfast is \$1.10 (reduced price is \$.30) Lunch is \$2.40 (reduced price is \$.40, adult lunch is \$4.00, additional entrée is \$1.50 and milk is \$.50)

In order for your student to become eligible for free or reduced lunch, a form must be completed and approved by the cafeteria manager. Please complete a form and return to the front office. All information will remain confidential. The number of children that participate in the free and reduced lunch program help our school qualify for extra federal funding for the Title I Reading Program. If you do not want to participate in the free or reduced breakfast/lunch program but you do qualify, it still supports the school's opportunity for funding.

Grizzly Growl

The school newsletter will be sent home bimonthly with your youngest or only child. It contains important information about the happenings at VGE. Teachers will send home monthly or weekly newsletters as well. All information will also be available at www.rrps.net. Click schools and VGES.

Parent Teacher Conferences

Rio Rancho Public Schools reports students' progress every trimester. Elementary students have scheduled conference times with each teacher two times a year. Your child's teacher will be looking forward to talking with you about his/her academic success and progress reports. Please plan to attend. If you having questions about the grading scale, please contact your child's teacher.

Volunteers/Visitors

Please see NEW volunteer requirements on the www.rrps.net website. Volunteers are required to have background checks and be cleared through a process for the safety and wellbeing of all our students. All chaperones for field trips must be a current volunteer. Visitors are welcome at VGE, but will need to show identification and be in the presence of staff members while on campus. We appreciate your support and understanding with this procedure.

Class Assignments

Vista Grande is using Elementary Class Assigner along with input from the SEIL, the counselor and administration. Students are assigned to classes based on test scores, behavior/medical concerns, boy/girl, gifted, learning needs etc. so that each class has equal distribution of all types of learners.

Teachers do not assign students to teachers for the upcoming year. Please do not ask teachers to recommend another teacher for the following year. Parents may complete the Parent Input for Student Placement form (available in the front office after Spring Break) and submit by June 1st for administration consideration. Forms will not be accepted after the cut-off date.

The placement process is good but not perfect. In the event that you have concerns about your child's placement, a procedure has been established.

Please review the guidelines:

No students will change classes within the first three weeks of school.

No changes in class placement will be made until the parents and classroom teacher have met at least three times to address the concerns of the parent or teacher. The counselor may be invited to assist or mediate.

Parents and classroom teachers must agree another placement is best for the student. At this point, the parent can request a conference with the principal to determine: should a change be made, if space is available in another classroom, if the receiving teacher is appropriate for the student and if the student assistance team needs to help with strategies.

Dress Code

In the interest of encouraging positive school spirit, a disciplined and focused educational environment, and student safety, RRPS established the following dress code and standard of decency governing student dress and while participating in school-sponsored activities. Administrators shall have the discretion to determine the appropriateness of attire and grooming, and can make exceptions for students in certain grades/subjects such as vocational courses, physical education or for medical necessities. Enforcement of this policy shall be in

accordance with district disciplinary procedures for students. Enforcement of this policy shall not infringe on any individual's religious beliefs or protected free speech.

Students are expected to demonstrate personal grooming standards of cleanliness and to wear appropriate clothing while on campus, on field trips, and during off campus events at which students represent RRPS for athletics or activities. Any personal grooming or clothing that disrupts the educational process or is provocative in nature is in violation of the dress code and standard of decency.

The dress code includes but is not limited to the following.

Allowed:

All colors including prints, solids, checks, stripes and plaids

Shirts with or without collars

Sleeveless shirts

Not allowed:

Revealing or see through clothing

Exposed underwear including boxers, sports bras and bras

Saggy pants revealing underwear or any portion of the body below the navel

Dresses, shorts, skirts, and skorts, including slits, shorter than mid thigh

Pajamas (tops or bottoms) unless is a school sanctioned function such as pajama day

Ripped or torn clothing

Bandanas, shower caps, or hairnets

Spiked jewelry and jewelry that is obscene, disruptive to the educational process or that could endanger students

Belt loop chains, wallet chains, and extended belts

Trench coats

Heelys (shoes with wheels inside)

Flip-flops

Clothing and/or articles worn or carried by the student (includes face painting) displaying words or symbols or colors of gangs, drugs, alcohol, tobacco, violence, racism, inappropriate language or images, or symbols of a sexual/sexist nature.

Clothing and/or articles worn in violation of Policy 346, Gang Activity, which states that students shall not wear any clothing, jewelry, emblem, badge, symbol, sign or other item that evidences or reflects membership in or affiliation with any gang

Visible cleavage, navels or midriffs No skin should be shown between the bottom of the shirt/ blouse and the top of the pants/ skirt when arms are stretched upward.

Tube tops, spaghetti strap tops, halter tops, translucent blouses, midriff shirts/blouses

Other:

Footwear that is safe and appropriate for weather and other conditions must be worn at all times on campus and in buildings

If a coat or jacket is worn inside the building, it must remain open

Hair shall be groomed so that it is clean and safe for participation in any school activity

Hats and sunglasses may not be worn inside buildings, but are allowed outside

Spandex is only allowed under approved shirts, shorts, skirts and skorts

Approved school spirit wear for all RRPS schools, Scout uniforms, and JROTC uniforms are permitted

Approved special event day dress is permitted

Mid-school and high school student's school issued ID badges must be available or presented at request at all times and may not be defaced in any way

Consequences for Violation of the Student Dress Code

First offense: students who violate the dress code will be issued a dress code referral and will be required to:

Change into other clothing that they may have with them if it conforms to the policy or change into clothing provided by the school or be sent home

Second and subsequent offenses: students will face disciplinary consequences as defined in the student's code of conduct and outlined in the student handbook, which may include penalties including out of school suspension.

Waivers may be granted by the principal or site administrator subject for the following criteria:

Religious freedom: families whose religious beliefs require attire that does not conform to the dress code and whose membership or affiliation with that denomination or sect can be verified

Health or physical disability: a health or disability issue documented by a medical professional or through an IEP which would preclude the student from being able to wear regular clothes to school for a specified period of time

Financial hardship: families who for a period of time meet one of the following criteria and who can document this situation: homelessness, head of family is unemployed or on disability, families with children who receive general public assistance or some other form of documented financial aid

The portions of the dress code and standard of decency pertaining to insignia size, the display of words or symbols or colors of gangs, drugs, alcohol, tobacco, violence, racism, inappropriate language or images, or symbols of a sexual/sexist nature or other violations to policy 346 are not subject to waiver. All students will be expected to comply with the provisions of the standard of decency.

Except as described in the previous paragraph, no student shall be denied attendance at school, penalized or otherwise subject to compliance measures for failing to obey the dress code if a waiver of this policy has been obtained.

Applications for waiver:

Parents of students who qualify for a waiver must fill out a waiver request at the school site during the two weeks prior to the opening of school. Parents of students new to the district must apply for a waiver within two weeks of the date of the student's enrollment. During the two-week period, students must meet the district's dress code expectations.

Parents requesting temporary waivers for health reasons must apply for a waiver at the school site prior to the student's return to school.

Appeal of denial of waiver:

The decision of the principal or school site administrator may be appealed to the Superintendent or designee whose decision shall be final. Any parent requesting review by the Superintendent must submit a request in writing to the Office of the Superintendent within three (3) working days of the principal or administrator's denial. The Superintendent shall issue a final decision within three (3) working days of receipt.

Counselor

The counselor in our school helps in many ways. The counselor works closely with parents,

teachers, administration, and various other community agencies to provide guidance and assistance for our families.

Electronic Items

Items such as radios, iPods, MP3 players, pagers, laptop computers, cellular phones, Gameboys, CD players, miniature televisions, or similar devices are not allowed to be used on campus between 8:45 AM and 4:00 PM without written permission of an administrator. On the first offense, the parent can pick up electronic items; subsequent offenses will result in the item being held until the end of the school year. VGE will not be responsible for the loss or damage of any personal electronic devices.

Expectations at VGE

Common Areas	Responsible	Respectful	Safe	Positive	Kind
All common areas	Follow school rules Remind others to follow school rules Take proper care of all personal belongings Tell the truth Walk directly to destination	Clean up after self Follow and listen for directions	Walk facing forward Keep hands, feet and objects to self Get adult help for accidents and spills Use all equipment correctly	Be thankful Speak politely Display a positive attitude	Use kind words and actions Use good manners
Line behavior	Eyes and body facing forward Keep the line together Report problems to your teacher or an adult	Wait patiently Use quiet voices	Keep your hands by your side Always walk Listen for directions Hold the door open for the person behind you	Say “thank you” to the holder Speak and walk politely	Keep your hands off the wall and table Use good manners

Cafeteria	<p>Wait quietly in line</p> <p>Keep the line moving</p> <p>Wait to be excused as a class</p> <p>Get all utensils, milk, etc. when first going through the line</p> <p>Make good choices and eat what you take</p>	<p>Use quiet voices</p> <p>Clean up after self</p> <p>Stay in order and speak your name clearly</p> <p>Respect others personal space</p> <p>Dispose of food and tray properly</p>	<p>Keep all food to self</p> <p>Sit with knees under the table, bottom on bench and facing forward</p> <p>Enter and exit according to traffic pattern</p>	<p>Be patient</p> <p>Be grateful for the choices you have</p>	<p>Say “please” and “thank you”</p> <p>Don’t save seats</p> <p>Use kind words</p>
Playground	<p>Use bathroom pass for leaving the area</p> <p>Use bathroom by cafeteria only</p> <p>Be prepared for the weather and take your items when you leave</p>	<p>Play fairly</p> <p>Include others</p> <p>Respect the equipment</p> <p>Share the equipment</p> <p>Follow the rules</p> <p>Put your trash in the trash can</p>	<p>Walk to and from the playground</p> <p>Stay within the boundaries</p> <p>Be aware of games around you</p> <p>No play or real fighting</p> <p>What is on the ground stays on the ground (ice, rocks, woodchips, sand)</p> <p>Use all equipment correctly</p> <p>Get adult help for accidents</p>	<p>Resolve problems with words</p> <p>Use mediators</p>	<p>Include others</p> <p>Make new friends</p>

<p>Passing areas</p> <p>Halls</p> <p>Sidewalks</p>	<p>Walk at all times</p> <p>Stay on sidewalks</p> <p>Walk directly to your destination</p>	<p>Hold the door open for the person behind you</p> <p>Use quiet voices</p>	<p>Follow the traffic pattern</p> <p>Stay with your group</p>	<p>Say “thank you” to the person holding the door</p>	<p>Be courteous</p> <p>Say “excuse me”</p>
<p>Bathrooms</p>	<p>Flush toilet after use</p> <p>Return to room promptly</p> <p>Use a bathroom pass</p> <p>Use appropriate amount of supplies</p> <p>Report problems to your teacher or an adult</p>	<p>Knock on stall door before entering</p> <p>Give people privacy</p> <p>Use quiet voices</p> <p>Keep area and walls clean and unmarked</p> <p>Use correct bathroom</p>	<p>Keep feet down</p> <p>Keep water in the sink and turn off when finished</p> <p>Wash and dry hands</p> <p>Put trash in trash can</p>	<p>Be patient</p>	<p>Wait your turn</p>
<p>Arrival and dismissal areas</p>	<p>Arrive on time</p> <p>Line up as soon as first bell rings</p> <p>If late, report to the office for a tardy slip</p> <p>Leave on time</p> <p>Have all supplies</p> <p>Watch and wait for ride in dismissal area</p>	<p>Clean up after self</p> <p>Follow adult directions</p> <p>Respect the area</p>	<p>Stay behind the yellow line in the pick-up area</p> <p>Get in and out of car on curb side</p> <p>Use bike rack and wear a helmet</p> <p>Walk bike on school grounds</p> <p>Use sidewalks and crosswalks</p>	<p>Wait patiently</p>	<p>Use kinds words and actions until you reach your destination</p>

Special events and assemblies	<p>Follow school rules</p> <p>Take proper care of all personal belongings and school equipment</p>	<p>Use audience manners</p> <p>Sit on bottom</p> <p>Be quiet</p>	<p>Wait for arrival and dismissal signal</p> <p>Stay with your class</p>	<p>Wait patiently</p> <p>Applaud</p> <p>Be appreciative</p> <p>Listen with an open mind and a positive attitude</p>	<p>Be attentive</p>
Field trips	<p>Arrive and leave on time</p> <p>Take care of all personal items</p> <p>Turn in permission slip and money on time</p> <p>Dress appropriately for the event</p>	<p>Follow adult directions</p> <p>Respect the area that you are in</p>	<p>Follow all school rules from the start of the trip until the end</p> <p>Stay with your assigned adult</p> <p>Follow bus rules</p>	<p>Listen with an open mind and have a good attitude</p> <p>Represent VGE with pride</p>	<p>Use good manners</p>
Bus	<p>Stay in your seat until you are dropped off</p> <p>Use quiet voices</p>	<p>Follow directions from the bus driver the first time</p> <p>Keep hands, feet, and objects to yourself</p>	<p>Remain seated in your assigned seat at all times</p> <p>Keep all parts of your body and objects in the bus</p>	<p>Be patient</p> <p>Have a good attitude</p>	<p>Use correct language</p> <p>Treat others with respect</p>
Nurse and front office	<p>Get permission from an adult to go to see nurse</p> <p>Be honest about the reason that you are there</p>	<p>Say “please” and “thank you”</p> <p>Listen</p> <p>Follow instructions</p>	<p>Go only when necessary</p> <p>Keep your hands to yourself</p>	<p>Be patient</p> <p>Wait for an adult to help you</p>	<p>Use respectful language</p> <p>Give others privacy</p>

Disaster and Fire drills	Be silent Listen and follow adult directions right away	Keep your hands to yourself	Walk to assigned location If you are not with your class, let an adult know	Take all emergency situations and drills seriously	Help others be safe
---------------------------------	--	-----------------------------	--	--	---------------------

Internet

Before a student is allowed to access the internet, parents and students will be required to read, sign and return the Rules of Appropriate Use form once during each school year. This document will be distributed early in the school year. If a student uses the internet in an appropriate manner, any school personnel may involve the following consequences:

First incident: warning given, parents notified

Second incident: access to the internet denied to students for the remainder of the year, no exceptions

Lost and Found

If your child does bring an item to school and loses it, he/she may check in the lost and found. The school cannot be responsible for lost or stolen items. Please remind your child to leave personal items/toys at home. They can disrupt the learning environment and create safety problems. Also, there is a risk of items being broken, lost or stolen.

All lost items are turned into lost and found which is located in the hallway adjacent to the gym. Parents are reminded that a child’s name should be on every personal item brought to school. Please put your student’s name on jackets, sweatshirts, sweaters, lunch boxes, etc. so that we can return those items to your student. The lost and found is cleaned out at winter break, spring break and the end of the year. Unclaimed items are donated to charity.

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	1st Offense	2nd Offense	3rd 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	1st Offense	2nd Offense	3rd 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	Parent Notification ½ Day ISS S.R.O. may be contacted	Parent Notification 1 Day ISS S.R.O. may be contacted

	1-5 Days Recess Detention		
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
		Parent Notification	Parent Notification

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,	2 -4 Days Recess Detention, possible loss of grade or credit, Behavior contract	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 – RRP, Assault, or a Weapon Possession			
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.

1. 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.

1. 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.

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):
 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.

Vista Grande Year at a Glance

August 9-10	School Testing
August 14	First Day of School
September 3	Labor Day Holiday
October 11-12	Fall Break
October 19	Fall Pictures
October 22-26	Book Fair
October 26	Fall Carnival 5:30 pm – 8:30 pm
November 6	Election Day- No School
November 19-20	Parent Teacher Conferences – No School
November 21-23	Thanksgiving Break – No School
November 29	Fall Picture Retakes
December 20-31	Winter Break
January 1-7	Winter Break continued
January 8	School resume
January 21	Martin Luther King Jr. Holiday – No School
February 18	President’s Day Holiday – No School

February 28	Parent Teacher Conferences – No School
March 1	Parent Teacher Conferences – No School
March 15	Spring Pictures
March 22-29	Spring Break
April 19	Vernal Holiday – No School
May 22	Kindergarten celebration – CHS 2:30 pm
May 22	Fifth grade celebration – CHS 6:00 pm
May 23	Last Day of School

VGE Phone list 2018-2019

Kindergarten

256 Caitlin Schwartz
256 Laurie Johnson - IA
257 Katie Ford-Beam
257 Lisa Dempsey - IA
261 Janette Gallegos
261 Krissy Salazar - IA
259 Amy Gallardo
259 Donna Kohler - IA

First Grade

156 Chelsea Granillo
182 Christopher Tafoya
182 Siena Armstead - IA
183 Adriana Giannini
184 Kathy Shallenberger

Second Grade

157 Leah Serna
165 Tracy Novak
165 Nina Thompson
165 Shelley Camilli - IA
166 Amy Waymire
173 Elizabeth Basurto
174 Sonja Bacahui

Third Grade

167 Gail Coppins
168 Angela Chrisman
170 Joyce Bridges
170 Susan Talbert
170 Deanne Branaugh - IA
505 Hollie Revelles
507 Danielle Corbin

Fourth Grade

169 Marissa Gonzales
506 Nicole Pasternacki
506 Kyra Wright
506 Tamsen Sanchez - IA
508 Jennifer Bird
512 Bethany Grant
513 Monica Walker

Fifth Grade

517 Julie Kauffman
519 Julie Olkonen
520 Melissa Hollingshead
521 Kelly Mahboub
521 VeAundrea Smith
521 Jeanelly Agosto Rivera - IA
522 Diane Clayton

Office Staff

105 Christine Prescott - Assistant Principal
106 Trent Heffner - Principal
107 Dawn Gallegos - Administrative Assistant
112 Sabrina ABeyta- Registrar
116 Ivette Iwanczyk - Attendance Secretary

Special Education

147 Elaine Grassberger-Special Education Instructional Leader

197 Anna Palacio- Small Group
 197 Pam Faust - IA
 197 Andrew Fresquez - IA
 201 Elisabeth Hernandez - Small Group
 201 Tawnie Dodd - IA
 201 Brookelyn LaMendola - IA
 164 Suzie Knox-Gifted

126 Discovery Room
 178 Leveled Library
 207 Computer Lab II
 209 Computer Lab I
 205 SAFE Program - Yvette Hall

Custodial Staff

125 Scott Adamson, Foreman
 125 Luciano Aragon
 125 Robert Armijo

Kitchen Staff

138 Linda Tapia -Kitchen Manager

Support Staff

129 James Garcia - Physical Education
 152 Marina Bean -Librarian
 155 Renee Rubalcaba - ESL/Bilingual
 177 Kim King - Interventionist
 178 Dawn Ramos - Interventionist
 177 Becky Weaver - Literacy Processing Specialist
 211 Stephanie Johnson - Ed Tech
 401 Elizabeth Lockhart - Art Education
 405 Marili Rosado - Music Education

Ancillary Staff

114 Katie Cowden - Health Assistant
 115 Melissa Saunders - Nurse
 143 Shannon Troutman - SLP
 145 Roy Herndandez- SLP
 146 Anne Montoya - SLP
 163 Angel Brown - Counselor
 179 Karen Wetzel - Workroom
 190/191 Louise Chavez - OT
 190/191 Allison Robb - OT
 190/191 Karen Shaffner - Adaptive PE
 190/191 Angela Moore-Jones - PT
 213 Delila Cuevas - Social Worker
 214 Tania Rael - Social Worker

Additional Rooms

109 Admin. Conference Room
 118 Staff Lounge

