

VISTA GRANDE ELEMENTARY SCHOOL

**7001 CHAYOTE ROAD
RIO RANCHO, NEW MEXICO 87144
TEL : (505) 771-2366 FAX : (505) 771-2369
WEB PAGE: www.rrps.net LINK: Schools
LINK: Vista Grande Elementary**

“Together, we are here to learn.”

**2017-2018
PARENT/STUDENT HANDBOOK**

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8:45 AM	Staff on Duty
8:57 AM	First Bell- Students Line Up
9:00 AM	Tardy Bell
12:45 PM	Wednesday School Dismissal
4:00 PM	Monday, Tuesday, Thursday and Friday Dismissal
4:15 PM	Staff off Duty

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 student 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 attain 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 appointment (please bring in doctor's note), illness (a doctor's note is required after 3 days consecutive absences), a death in the family, emergency, religious commitment, diagnostic testing or other circumstances approved by the 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 may 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 771-2366 option #1 before 9:30 am on the day of the absence and leave the following information:

<i>Name of child</i>	<i>Teacher's Name</i>
<i>Reason for absence</i>	<i>your name & relationship</i>

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

RRPS Attendance Policy (RRPS Board Policy 305-1 at www.rrps.net)

When a student is absent, contact your child's teacher and request make-up work. Please allow a 1 day turnaround time. All teachers have voice mail. Your child will have as many days to make-up the work as he/she was absent. (i.e. 3 days absent/3 days to make-up 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 Office as possible violation of the New Mexico Compulsory Attendance Law, NMSA Section 22-12-1 et seq. According to this law, any parent(s) or guardian(s) 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 a very important part of the day. The routine, schedule, instruction and tone is being set for the day. If your child comes in late, he or she 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 building to receive a tardy slip. **For safety reasons, please do not drop your student off and let him or her 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 parent/guardians 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.

Please exercise caution and patience while driving in school zones. SPEED LIMIT IS 5 MPH.

Supervision of students begins at 8:45 am and ends at 4:15 pm. Staff members are not monitoring students prior to or after that time. If your child is consistently arriving early, walks to school early or is picked up late, you will receive notice from the principal. Please be advised that consistently allowing your child to be unsupervised before and after school hours constitutes neglect and the Department of Public Safety may be called.

If you have an appointment with a staff member or are volunteering in the school, remember to park in the parking lot on Chayote Road. Please do not park in the drop-off lane. You will block access for families dropping off children. "Reserved Visitor" spaces are being provided for those parents who may need to arrive early to pick up children due to appointments.

Students should only be picked up and dropped off along the curb of the parking lot off of Chayote Rd. The parking lot off of Boulder is for busses only. **Please, please, for the safety of everyone do NOT use the 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.

Drop-Off Procedures:

You may park in the parking lot on the east side of the administration building (off of Chayote Rd) and walk your child across the crosswalk. If you choose to drop your child off 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 the 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. Please do not park along the dirt road near the bus parking lot exit as this area is not safe for pedestrian traffic. Once your student leaves your vehicle he or she is 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.**

Pick-up Procedures:

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. Also, for everyone's safety and convenience there is a crosswalk through the middle of the VGES parking lot. When using the pick-up lane, please stay in your vehicle to wait for your child, please 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 anywhere along the curb. Please do not park along the dirt road near the bus parking lot exit as this area is not safe for pedestrian traffic.

Enchanted Hills Blvd./Boulder Student Drop Off

Children will not be allowed to exit at the Enchanted Hills Blvd. area. Large trucks and other vehicles drive on this road and it is not a safe, supervised area. We are not responsible for cars parked in this area or for children that might be picked up by parents parked in this area. All children must be accompanied by an adult family member in this area. Students that live in the Chaco Ridge must cross at the intersection of Chayote and Enchanted Hills Blvd. A crossing guard is on duty at this intersection before and after school.

Older Siblings Picking up Children from School-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 middle school 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 first and obtain a visitor tag.

Inclement weather, Abbreviated School Days and Early Dismissal- 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 am when an abbreviated day is called. Please avoid calling the school or the district office for this information. It is recommended that families plan for such emergency closures.

To get information about school schedules during inclement weather, listen to:

Radio: KOB AM 770 KOB FM 93.3

TV: KOB Channel 4 KOAT Channel 7 KRQE Channel 13

You may also visit our website: www.rrps.net

If severe weather conditions materialize during the school day, the decision for early dismissal must be made by 11:30am and will be announced on radio and TV. The buses will then begin the "three tiered" bus schedule beginning with the high school, then middle schools and concluding with 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 him or her out of 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 other family members will take care of your child, then 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 bicycles or scooters on public roads, but must WALK bike and scooters any time they are on school grounds.

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

The Child Helmet Safety Act of 2007 requires helmets for all minors under age 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 K-5th Grade and Limited to 75 students per site

Contact: Evan Smith, Director of Student Services (505) 896-0667 ext. 51209

Vista Grande Site Supervisor: Yvette Hall 771-2366 ext. 308

Before School: M-F 7:00 am - School begins

After School: M-F After School Release - 6:00 pm (Including Wednesdays)

Bus Arrangements - Please be sure your child knows where to go after school each day. It is a disruption to the entire class when messages must be delivered. Emergencies can and will arise, so in that case messages will be promptly delivered. 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 him or her of the changes. **Children will not be allowed to change buses unless it has been approved by the Student Transportation Office at RRPS (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. Click on the transportation link under departments. The handbook was designed to provide general information to students and parents about Student Transportation services. The safety of our students is of foremost concern to Rio Rancho Public Schools when children are riding the school bus. Therefore, it should come to no surprise that there are many safety standards and student behavior expectations outlined in the handbook. Following these general rules go a long way in helping ensure that children arrive at 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 Transportation Handbook regarding 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 weapons. Therefore, we are asking for help from the entire community as we continue to keep weapons and look-alike weapons out of schools. Our school policy is simple:

NO WEAPONS OF ANY KIND ARE ALLOWED AT SCHOOL OR AT ANY SCHOOL EVENT.

Our school prohibits weapons because:

Weapons are a danger to everyone.

It is against the law for students to bring weapons to/or have weapons at school.

Bringing weapons onto a campus is a felony.

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

While we recognize that health problems of youth are primarily the responsibility of the home and community, the school shares that responsibility 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 the New Mexico Board of Education Regulation 81-3, the Rio Rancho Public Schools supports a policy which prohibits students from using, possessing or distributing of alcohol and/or other harmful and illegal substances on school property, at the bus stop or at school activities.

Students who violate this policy shall be subject to the full range of school and/or district disciplinary measures, in addition to applicable criminal and civil penalties.

Health Office

Our Health Office is staffed by a registered nurse and a trained nurse's assistant. Should your child become injured or become ill, he or she 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 have vomiting, 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 a 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 the 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 schools in every state. All students entering Rio Rancho Public Schools must present a certificate/shot record showing immunizations against Diphtheria, Tetanus, Polio oral vaccination, Measles (Rubeola, Rubella) and Hepatitis B. Students will not be allowed to attend school until a shot record is produced. Check with your pediatrician, the school nurse or the local health department to determine if your child's immunizations are up-to-date.

New Mexico law states that a school district cannot assume liability for costs incurred in students' 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 each school year.

Related Arts

Vista Grande Elementary has excellent music, physical education, and art programs. We believe related art classes are in 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 physical education class.

Music - Some performances 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 Grizzly Growl.

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 for up to 1/2 of the cost of the book. When the damage is minor, we speak to the child who returned it and then 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 on the inside 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 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.

Cafeteria

The cafeteria is set up to serve a buffet type lunch. The contractor working with Rio Rancho Public Schools this year is Sodexo. You may access the lunch menu on line 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. Make checks payable to: Rio Rancho Public Schools. Or you may set up a credit card account at MealTime Online (www.mymealtime.com) This saves time and helps with our bookkeeping procedures. Prices for 2016-2017 may vary but as of printing date are:

	Regular	Reduced		
Breakfast	\$1.10	\$0.30	Adult Visitor Breakfast	\$1.50
Lunch	\$2.40	\$0.40	Adult Visitor Lunch	\$4.00
Milk	\$0.50		Additional Entrée	\$1.50

In order for your child to become eligible for reduced or free lunch, a form must be filled out and approved by the cafeteria manager. If you think you may qualify for free or reduced lunch/breakfast, please fill out a form in the office. All of the information is 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 and you qualify, it still supports the schools opportunity for additional funding.

Grizzly Growl

The school newsletter, The Grizzly Growl, will be sent home bimonthly with your youngest or only child. It is very important that you look for this publication and read it. It is our way of keeping you informed of the activities going on in the school and community. Teachers will send home monthly or weekly newsletters as well. All information can also be accessed on our website: www.rrps.net, click Schools, then click VGES.

Parent/Teacher Conferences

Rio Rancho Public Schools reports student progress every nine weeks. Elementary students have scheduled conference times with each teacher two times per 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 have questions about the grading scale or Honor Roll, please contact your child's teacher. If your child has an outstanding fine, his/her report card will be held until the fine is paid. You are always welcome at Vista Grande Elementary School. Please park in the east lot on Chayote Road and walk to the Administration Building where you can enter through the south door. **ALL VISITORS MUST CHECK IN AT THE FRONT OFFICE.** The goal of Vista Grande Elementary is to provide the best and safest learning environment possible for your children.

Volunteering at VGES: Please see NEW Volunteer requirements on the RRPS website: www.rrps.net.

Class Assignments

Vista Grande is using Elementary Class Assigner along with input from the site specialist, the counselor and administration. Students are assigned to classes based on test scores, behavior/medical problems, boy/girl, gifted, learning disabled and such so that each class has equal distribution of all types of students.

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 following guidelines:

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

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

Parents and classroom teacher must agree another placement is what is best for the student.

Request a conference with the principal at this time to determine:

If a change should be made.

If space is available in another classroom.

If the receiving teacher is appropriate for the student.

If the Student Assistance Team needs to help with strategies.

Dress Code

In the interest of encouraging positive school spirit, disciplined and focused educational environment, and promoting student safety, Rio Rancho Public Schools establishes the following Dress Code and Standard of Decency governing student dress at school and while participating in school-sponsored activities. Administrators shall have the discretion to determine the

appropriateness of attire and grooming, and may make special exceptions for students in certain grades/subjects, such as vocational courses, physical education, 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.

Dress Code and Standard of Decency

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 Rio Rancho Schools 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 and Standard of Decency includes but is not limited to the following:

A. Allowed:

All colors including, prints, checks, stripes, and plaids
Shirts with or without collars

B. Not allowed:

Insignias can be no larger than 3 inches x 3 inches. **No graphics, pictures, or writing on clothing shall be permitted except as part of an insignia.**

Revealing or see-through clothing

Exposed underwear including boxers, sports bras, and bras

Saggy pants revealing underwear or any portion of the body below the naval.

Dresses, skirts, shorts, and skorts, including slits, shorter than three (3) inches above the bend of the knee.

Sleeveless tops: all tops (male and female) are to have a sleeve

Pajamas (tops or bottoms), unless it is a sanctioned school function, i.e., pajama day

Ripped or torn clothing

Bandanas, 'do-rags', shower caps, and hairnets

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

Belt loop chains, wallet chains, and extended belts

Trench coats

Heelys

Flip-flops (elementary school)

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

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

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

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

Other provisions:

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

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

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

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

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

Approved school spirit wear for all RRPS schools, Scout uniforms, and JROTC uniforms are permitted
Approved special event day dress is permitted
Mid-School and high school students' school-issued ID badges must be available or presented at request at all times and may not be defaced in any way

Consequences for Violation of the Student Dress Code/Standard of Decency

First offense: Students who violate the Dress Code will be issued a Dress Code referral and will be required to:

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

The time missed from class will be considered "unexcused." Clothing that is "borrowed" must be returned clean to the main office on the day following the incident.

Second and subsequent offenses: Students will face disciplinary consequences as defined in the Student Code of Conduct and outlined in the Student Handbook, which may include penalties up to out-of-school suspension.

Waivers

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

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

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

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

The portions of the Dress Code and Standard of Decency pertaining to insignia size, the prohibition of pictures or writing on clothing, the display of words or symbols or colors of gangs, drugs, alcohol, tobacco, violence, racism, inappropriate language or images, or symbols of a sexual/sexist nature, and to violations of Policy 346 are not subject to waiver. All students will be expected to comply with these provisions of the standard of decency.

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.

Application process for waivers

Parents of students who qualify for a waiver must fill out a waiver request form at the student's 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.

Parent's requesting temporary waivers for health reasons must apply for a waiver at the student's 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 administrators' denial. The Superintendent shall issue a final determination within three (3) working days of receipt.

Section 504

Under the provisions of Title IX, Education Amendments of 1972, public school must make sure that all students, regardless of gender, have equivalent opportunities to participate in athletics, academics, and training programs. RRPS Title IX Coordinator is responsible for overseeing compliance with the provisions of Title IX and for investigating complaints. For further information, contact RRPS Title IX Coordinator, Tonna Burgos at the Rio Rancho Public Schools District Office, 500 Laser Rd. NE, Rio Rancho, NM 87124, (505) 896-0667 Ext 129.

Under the provisions of Section 504, Rehabilitation Act of 1073, 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 disable 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 RRPS 504 Coordinator, at the Rio Rancho Public Schools District Office, 500 Laser Rd. NE, Rio Rancho, NM 87124, (505) 896-0667

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 for our students.

Kindergarten

256 Kelli Morrissette
256 Donna Kohler - IA
257 Katie Ford-Beam
257 Caitlin Schwartz
257 Susan Coots - IA
259 Amy Gallardo
259 Cindy Selph - IA
261 Janette Gallegos
261 Krissy Salazar - IA

First Grade

156 Chelsea Granillo
157 Leah Serna
182 Becky Weaver
182 Sienna Armstead - IA
183 Adriana Giannini
184 Kathy Shallenberger

Second Grade

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 Kohl
170 Deanne Branaugh - IA
505 Hollie Revelles
507 Danielle Corbin

Fourth Grade

- 506 Melissa Hollingshead
- 508 Nicole Mondragon
- 512 Bethany Grant
- 513 Dawn Ramos
- 520 VeAundrea Smith
- 520 Tamsen Sanchez - IA

Fifth Grade

- 517 Julie Kauffman
- 518 Diane Pena
- 519 Julie Olkonen
- 521 Kelly Mahboub
- 521 Elaine Grassberger
- 521 Jeanelly Agosto-Rivera - IA

Special Education

- 147 Theresa Baca - Spec. Ed Instruc. Leader
- 197 Anna Palacio
- 197 Christine Brady - IA
- 201 Elisabeth Hernandez
- 201 Laurie Johnson - IA
- 197/201 Brooklyn LaMendola - IA
- 197/201 Christopher Tafoya - IA

Other Staff

- 104 Joy Morales—Instructional Coach
- 129 James Garcia - Physical Education
- 152 Marina Bean - Librarian
- 155 Renee Rubalcaba - ESL/Bilingual
- 115 Melissa Saunders - Nurse
- 114/152 Katie Cowden - Health Asst. & Library IA
- 177 Kim King- Reading Recovery

- 211 Stephanie Johnson - Ed Tech
- 401 Elizabeth Lockhart- Art Education
- 405 Marili Rosado- Music Education
- 145 Monica Williams - SLP
- 143 Shannon Troutman -SLP
- 146 Anne Montoya - SLP
- 163 Angel Brown - Counselor
- 179 Karen Wetzel - Workroom/ Ed Tech - IA
- 213 Delila Cuevas - Social Worker

District Staff

- 190 Louise Chavez - OT
- 190 Jamie Bermudez - OT
- 190 Angela Jones - PT
- 190 Karen Schaffner - RT (APE)

Custodial Staff

- 125 Scott Adamson, Foreman
- 125 Luciano Aragon
- 125 Robert Armijo
- 125 Raul Gutierrez

Kitchen Staff

- 138 Linda Tapia - Cafeteria Manager
- 311 SAFE Program - Yvette Hall - Supervisor

Office Staff

- Christine Prescott - Assistant Principal
- 116 Sabrina Abeyta- Registrar
- Trent Heffner - Principal
- 107 Dawn Gallegos- Administrative Assistant
- 112 Ivette Iwanczyk - Receptionist

Vista Grande Elementary School: 771-2366
 Vista Grande Elementary FAX: 771-2369
 Office: Option 0
 Attendance: Option 1
 Nurse: Option 2
 Cafeteria: Option 3
 Counselor: Option 4
 Special Education Instructional Leader: Option 5
 Social Worker: Option 6
 VGE SAFE: Ext. Option 7

Electronic Items

Items such as radios, iPod, MP3 players, pagers, laptop computers, cellular phones, Gameboys, CD players, miniature televisions, or any 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. VGES will not be responsible for the loss or damage of any personal electronic devices.

Vista Grande Elementary School Rules and Expectations for Classroom Routines

Common Area	Responsible	Respectful	Safe	Positive	Kind
All Common Areas	<ul style="list-style-type: none"> *Follow school rules. *Remind others to follow school rules. *Take proper care of all personal belongings and school equipment. *Tell the truth. *Walk directly to destination. 	<ul style="list-style-type: none"> *Clean up after self. *Follow and listen for directions. 	<ul style="list-style-type: none"> *Walk facing forward. *Keep hands, feet and objects to self. *Get adult help for accidents and spills. *Use all equipment and materials appropriately. 	<ul style="list-style-type: none"> *Be thankful. *Speak politely. *Display a positive attitude. 	<ul style="list-style-type: none"> *Use kind words and actions. *Use good manners.
Line Behavior	<ul style="list-style-type: none"> *Eyes and body facing to front. *Keep the line together. *Report problems to your teacher or an adult. 	<ul style="list-style-type: none"> *Wait patiently. *Use quiet voices. 	<ul style="list-style-type: none"> *Keep hands by your side. *Always walk. *Listen for directions. *Hold the door open for the person behind you. 	<ul style="list-style-type: none"> *Say “Thank You” to the door holder. *Speak and walk politely. 	<ul style="list-style-type: none"> *Keep your hands off the wall and table. *Use good manners.
Cafeteria	<ul style="list-style-type: none"> *Wait quietly in line. *Keep the line moving. *Wait to be excused as a class. *Get all utensils, milk, etc. when first going through the line. *Make good choices and eat what you take. 	<ul style="list-style-type: none"> *Use quiet voices. *Clean up after self. *Stay in order and speak your name clearly. *Respect others personal space. *Dispose of food and tray properly. 	<ul style="list-style-type: none"> *Keep all food to self. *Sit with knees under the table, bottom on bench, and facing forward. *Enter and exit according to traffic pattern. 	<ul style="list-style-type: none"> *Be patient. *Be grateful for the choices you have. 	<ul style="list-style-type: none"> *Say “Please” and “Thank You”. *Don’t save seats. *Use kind words and appropriate language.
Playground/ Recess	<ul style="list-style-type: none"> *Use bathroom pass for leaving the area. *Get a pass from a duty and return it to a duty. *One person per pass. *Use bathrooms by the gym only. *Be prepared for the weather and take your items with you when you leave. 	<ul style="list-style-type: none"> *Play fairly. *Include others. *Respect the equipment and environment. *Share the equipment. *Follow the rules. *Put your trash in the trash can. 	<ul style="list-style-type: none"> *Walk to and from the playground. *Stay within boundaries. *Be aware of activities/games around you. *No play fighting or real fighting. *What is on the ground STAYS on the ground (rocks, woodchips, sand, ice, snow, etc.) *Use all equipment and materials appropriately. *Get adult help for accidents. *Football is not allowed. 	<ul style="list-style-type: none"> *Resolve problems with words. *Use mediators. 	<ul style="list-style-type: none"> *Include others. *Make new friends.
Passing Areas Halls Sidewalks Portable Areas	<ul style="list-style-type: none"> *Walk at all times. *Stay on sidewalks. *Walk directly to your destination. 	<ul style="list-style-type: none"> *Hold the door open for the person behind you. *Use quiet voices. 	<ul style="list-style-type: none"> *Follow the traffic pattern. *Stay with your group. 	<ul style="list-style-type: none"> *Say “Thank You” to the person holding the door. 	<ul style="list-style-type: none"> *Be courteous to others. *Say “Excuse Me”.

	Responsible	Respectful	Safe	Positive	Kind
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Bathrooms	<ul style="list-style-type: none"> *Flush toilet after use. *Return to room promptly. *Use a bathroom pass. *Use appropriate amount of supplies. *Report problems to your teacher or an adult. 	<ul style="list-style-type: none"> *Knock on stall door before entering. *Give people privacy. *Use quiet voices. *Keep area and walls clean and unmarked. *Use correct bathroom. 	<ul style="list-style-type: none"> *Keep feet down. *Keep water in the sink and turn water off when you're done. *Wash and dry hands. *Put your trash in garbage can. 	<ul style="list-style-type: none"> *Be patient. 	<ul style="list-style-type: none"> *Wait your turn.
Arrival and Dismissal Areas	<ul style="list-style-type: none"> *Arrive on time. *Line up as soon as the first bell rings. *If late report to the tardy table and go straight to class. *Leave on time. *Get teacher/office permission to use the phone when not picked up on time. *Have all your supplies/work. *Watch and wait for your ride in the dismissal area. *Walk directly to the dismissal area. 	<ul style="list-style-type: none"> *Clean up after self. *Follow adult directions. *Respect the environment. 	<ul style="list-style-type: none"> *Stay behind the yellow line in pick up area. *Get in and out of vehicle on the curb side. *Use bike rack and wear a helmet. *Walk next to bike and scooters on school grounds. *Use sidewalks. *Use crosswalks. *Wait in designated areas. *Let an adult know who is picking you up or how you are getting home if plans change. 	<ul style="list-style-type: none"> *Wait patiently. 	<ul style="list-style-type: none"> *Use kind words and actions until you reach your destination.
Special Events & Assemblies	<ul style="list-style-type: none"> *Follow school rules. *Take proper care of all personal belongings and school equipment. 	<ul style="list-style-type: none"> *Use audience manners. *Sit on bottom. *Be quiet. 	<ul style="list-style-type: none"> *Wait for arrival and dismissal signal. *Stay with your class. 	<ul style="list-style-type: none"> *Wait patiently. *Applaud appropriately. *Be appreciative. *Listen with an open mind and have a good attitude. 	<ul style="list-style-type: none"> *Be attentive.
Fieldtrips	<ul style="list-style-type: none"> *Arrive and leave on time. *Take proper care of all personal items. *Turn in permission slip and money on time. *Dress appropriately for the event. 	<ul style="list-style-type: none"> *Follow adult directions. *Respect the environment that you are in. 	<ul style="list-style-type: none"> *Follow all school rules from the start of the trip to the end. *Stay with your assigned adult. *Follow bus rules. 	<ul style="list-style-type: none"> *Listen with an open mind and have a good attitude. *Represent VGE with pride. 	<ul style="list-style-type: none"> *Use good manners.

Bus	*Once you are on the bus stay in your seat until you are dropped off. *Use quiet voices.	*Follow directions from the bus driver the first time given. *Keep hands, feet, and objects to yourself.	*Remain seated in your assigned seat at all times. *Keep all parts of your body and objects in the bus.	*Be patient. *Have a good attitude.	*Use appropriate language. *Treat each other with respect.
Nurse and Office	*Get permission from an adult to go to the nurse or office. *Go directly to the nurse or office. *Be honest about the reason you are there. *If you are walking with a friend to the nurse or office go straight back to where you came from.	*Say "Please" and "Thank You." *Listen. *Follow directions given.	*Go only when necessary. *Keep your hands to yourself.	*Be patient. *Wait for an adult to help you.	*Use respectful language. *Give others privacy.
Disaster and Fire Drills	*Be silent. *Listen for and follow adult directions immediately.	*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.

School Rule	Responsible	Respectful	Safe	Positive	Kind
Expected Student Behaviors	*Follow school rules.*Remind others to follow school rules.*Take proper care of all personal belongings & school equipment.*Tell the truth.*Follow game rules.*Be prepared and ready on time.	*Wait for your turn. *Clean up after self. *Follow adult directions. *Respond appropriately to others. *Be silent when signal is given. *Be an active listener. *Use correct names and titles.	*Walk facing forward. *Keep hands, feet & objects to self. *Get adult help for accidents & spills. *Use all equipment & materials appropriately. *Use designated doors. *Get permission to leave the location that you are in.	*Work hard and try your best. *Display a positive attitude. *Come to school ready to learn. *Be thankful.	*Use appropriate words and actions. *Help others appropriately when needed. *Share appropriately. *Use good manners.

Expected Student Behaviors	*Follow school rules.*Remind others to follow school rules.*Take proper care of all personal belongings & school equipment.*Tell the truth.*Follow game rules.*Be prepared and ready on time.	*Wait for your turn. *Clean up after self. *Follow adult directions. *Respond appropriately to others. *Be silent when signal is given. *Be an active listener. *Use correct names and titles.	*Walk facing forward.*Keep hands, feet & objects to self.*Get adult help for accidents & spills.*Use all equipment & materials appropriately.*Use designated doors.*Get permission to leave the location that you are in.	*Work hard and try your best. *Display a positive attitude. *Come to school ready to learn. *Be thankful.	*Use appropriate words and actions. *Help others appropriately when needed. *Share appropriately. *Use good manners.
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ELEMENTARY HOMEWORK GUIDELINES	
Category	Guidelines
Definition	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; and3. To provide teachers, students, and parents feedback about students' understanding of concepts.

Time guidelines	<p>The time guidelines provided indicate the length of time an average student should spend on homework.</p> <p><u>Kindergarten</u>: A maximum of 15 minutes per night inclusive of nightly reading with parents, or not to exceed 60 minutes per week.</p> <p><u>First Grade</u>: A maximum of 15 minutes per night inclusive of nightly reading, or not to exceed 60 minutes per week.</p> <p><u>Second Grade</u>: A maximum of 20 minutes per night inclusive of nightly reading, or not to exceed 80 minutes per week.</p> <p><u>Third Grade</u>: A maximum of 35 minutes per night inclusive of nightly reading, or not to exceed 140 minutes per week.</p> <p><u>Fourth Grade</u>: A maximum of 40 minutes per night inclusive of nightly reading, or not to exceed 160 minutes per week.</p> <p><u>Fifth Grade</u>: A maximum of 45 minutes per night inclusive of nightly reading, or not to exceed 180 minutes per week.</p>
Differentiation and student input on assignments	<p>Homework should be modified, if necessary, based on students' needs (e.g., quantity and difficulty). Student input on some assignments is encouraged. Examples may include research topics and format of presentation.</p>
Communication between home and school	<p>Homework expectations should be communicated with students, parents, and teachers through various media (e.g., agendas, school websites, newsletters, curriculum night) at the beginning of the school year and reinforced throughout the year. Parents should talk with teachers if assignments seem to cause students continuing problems. It is expected that teachers and parents will keep open communication regarding homework concerns and student performance.</p>
Role of parents	<p>Parents should encourage their child and offer suggestions, but they should insist that the student do his/her own work as able. (Exception: Nightly reading before the student has developed independent reading skills)</p>
Procedures if parents have concerns	<p>When parents have a concern about homework, they should contact the child's teacher. If concerns are not adequately resolved by the teacher, the next step is to speak with a school administrator.</p>
Effect of homework on grade	<p>For students in grades K-2, homework should not influence any certain subject grade. However, it should be monitored for study skills performance.</p> <p>For students in grades 3-5, homework may be included in subject grades in addition to being monitored for study skills performance. However, homework should not have a weight greater than 10% in the overall subject grade.</p> <p>Positive reinforcements will be used to motivate students' homework completion. Systems of support should be developed for students who consistently fail to turn in homework.</p>

Starting the day	Teacher greets each child as they enter and children greet each other
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	<ul style="list-style-type: none"> Put personal belongings in designated areas Turn in homework Put instructional materials in desks Sharpen pencils and gather necessary materials for class Be ready to start class on time
Entering the classroom	<ul style="list-style-type: none"> Enter the room quietly Use a conversational or 'inside voice' Keep hands, feet, objects to self Walk Move directly to desk or designated area Sit quietly and be ready for class
Working independently	<ul style="list-style-type: none"> Select area to work Have materials ready Work without talking Raise hand to ask for help Keep working or wait patiently for assistance when the teacher is helping someone else Move quietly around the room when necessary Put materials away when finished; clean up after yourself Begin next activity when finished
Asking for help	<ul style="list-style-type: none"> Always try by yourself first Use the classroom signal for getting assistance Keep working if you can or wait quietly Remember the teacher has other students that may also need help
Taking care of personal needs	<ul style="list-style-type: none"> Follow the class signal for letting the teacher know you have a private concern Let the teacher know if you need immediate help or if you can wait a while Try to speak to the teacher privately and quietly if you do not want other students involved
Completing & returning homework	<ul style="list-style-type: none"> Collect your work to take home Complete work, get parent signature when needed Bring work back to school Return work to homework basket

Homework Guidelines

GUIDELINGS FOR HOMEWORK HELP

So You Don't Work Harder Than Your Child!

Set aside a time each day for family learning.

Set aside at least 30 minutes, devoted to "family brain cell development." During this time, there should be no TV, video games, computer games, etc.

Model your own excitement for learning by reading a book, writing letters, etc.

Your child may learn by doing their homework, reading about something they love, writing stories, etc.

Help only when your child truly wants it.

Some parents make the mistake of forcing help upon their kids. This only creates frustration, anger, and kids who believe they can't learn without their parents help.

Help only when there's an absence of anger or frustration.

When either you or your child gets frustrated or angry, learning becomes associated with frustration and anger.

Help only when your child can describe what the teacher said.

This ensures that your child continues to believe that it's important to pay attention to teachers.

Unfortunately, some kids learn that it's best to "tune-out" at school and let their parents do all of the teaching at home.

Move away from your child before he/she "gets it."

Some children believe they can only learn something, or "get it," when an adult is in the same room...or is guiding them every inch of the way.

To prevent this dependency, avoid falling into the habit of sitting at the table as your child does their homework, especially when they are on the brink of learning something new.

The Cardinal Rule for Helping:

Never Work Harder Than Your Child.

Vista Grande Elementary School has access to the Internet. The Internet is a vast source of information for teachers and students.

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 inappropriate manner, any school personnel may invoke 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

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.

Lost and Found

All lost items are to be turned into the Lost and Found which is located in the hallway adjacent to the gym. Students are encouraged to check for all lost items there. Parents are reminded that a child's name needs to be on every personal item brought to school.

Please put names in your child's jackets, sweatshirts, sweaters, lunch boxes, etc. so we can get those items to your child. The Lost and Found is cleaned out at winter break, spring break, and at the end of the year. All unclaimed items are donated to charity.

Insurance

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

BEHAVIOR	1 st Offense	2 nd Offense	3 rd Offense
Behavioral disruption (Profanity, rudeness, acting disrespectfully, dishonesty, 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		
Dress Code Violation	Parent Contact and Warning Options: Change into other clothing Clothing provided by school Be sent home	Parent Contact and Warning Change to acceptable clothing, same as 1 st offense	Parent Notification ½ Day ISS Change to acceptable clothing 1 st offense
Public Display of Affection (PDA)	1 Recess Detention	2 Recess Detentions Parent Notification	½ Day ISS Parent Notification
Unexcused Tardy	Written Warning	Parent Notification	1 Recess Detention Per Unexcused Tardy

LEVEL II

BEHAVIOR	1 st Offense	2 nd Offense	3 rd Offense
Electronic Devices	Confiscate and student may pick-up at the end of the day	Parent Notification Confiscate and parent must pick-up in the office Behavior Contract	Parent Notification Confiscate and hold until end of the school day
Failure to Report (what should be reported?)	1 Day Recess Detention Parent Notification	2 Days Recess Detention Parent Notification	1 Day ISS Parent Notification /S.R.O.
Cheating or plagiarism	Redo Assignment and Parent Notification	Loss of Assignment Credit 1 Recess Detention Parent Notification Behavior Contract	Loss of Assignment Credit ½ Day ISS Parent Notification
Ditching	Behavior Contract 1-5 Days Recess Detention Parent Notification DPS may be contacted	½ Day ISS Parent Notification DPS may be contacted	1 Day ISS Parent Notification DPS may be contacted
Inappropriate Touch	1 Day Recess Detention Parent Notification DPS may be contacted, counseling	2 days recess detention, counseling Parent Notification Behavior Contract DPS may be contacted	1 Day OSS Parent Notification Review Behavior Contract DPS may be contacted

LEVEL II—CONTINUED

Hostile play/Rough Housing	1 Recess Detention	2 Recess Detentions Parent Notification Behavior Contract	1 Day ISS Parent Notification Review Behavior Contract
Verbal Aggression/Provoking	1 Day Recess Detention Parent Notification	2 Days Recess Detention Parent Notification	1 Day ISS Parent Notification /S.R.O.
Inappropriate possession or use of technology (unauthorized access to software, telephones, accounts or files)	Loss of computer privileges for nine-weeks Parent Notification	Loss of computer privileges for 1 semester Parent Notification	Loss of computer privileges for entire school year Parent Notification
Insubordination, defiance of authority or showing disrespect	2-4 Days Recess Detention Parent Notification Behavior Contract	½ Day ISS, counseling, Parent Notification	1 Day ISS Parent Notification
Physical or Aggressive contact towards student	1 Day ISS Parent Notification, counseling Behavior Contract	1-3 Day(s) OSS Parent Notification	3-5 Days OSS Parent Notification
Physical or Aggressive contact towards staff member	1 Day ISS Parent Notification, counseling, Behavior Contract	1-3 Day(s) OSS Parent Notification	3-5 Days OSS Parent Notification
Minor Theft	1 Day Recess Detention Restitution of Stolen Item Parent Notification Behavior Contract	1 Day ISS Restitution of Stolen Item Parent Notification	1-3 Days OSS Restitution of Stolen Item Parent Notification
Misuse of or falsifying any official document or communication (including but not limited to: pass, ID, progress report, call to excuse absence, parent signature, etc.)	1 -2 Days Recess Detention, possible loss of grade or credit ,Parent Notification	2 -4 Days Recess Detention, possible loss of grade or credit ,Parent Notification Behavior contract	1 Day ISS Parent Notification DPS may be contacted
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
Possession/use of tobacco, rolling papers or incendiary paraphernalia at school or school sponsored event.	½ Day ISS Parent Notification, counseling ,Behavior Contract	1 Day ISS Parent Notification, counseling, DPS may be contacted	1 Day OSS Parent Notification DPS may be contacted

ADDITIONAL CONSEQUENCES AFTER LEVEL I AND LEVEL II

BEHAVIOR	4th Offense	5th Offense	6th Offense
Failure to comply with disciplinary consequences	Twice the previous consequences Parent Notification Behavior Contract or Review	1 -3 Days ISS or OSS Parent Notification Behavior Contract or Review	3-5 Days ISS or OSS Parent Notification Behavior Contract or Review

Vista Grande Year at a Glance

August 18	First Day of School
September 4	Labor Day Holiday
September 21	Fall Pictures
October 13	Fall Break
October 16-20	Book Fair
October 20	Fall Carnival 5:30 p.m.-8:30 p.m.
October 28	Trunk or Treat
October 30-31	Parent teacher Conferences/No school
November 9	Fall Picture Retakes
November 22-24	Thanksgiving Break
December 18-20	PTO Holiday Shop
December 21-29	Winter Break
January 1-5	Winter Break continued
January 9	School resumes
January 15	Martin Luther King Jr. Holiday
February 9	Father/Daughter Dance
February 15-16	Parent Teacher Conferences
February 19	President's Day Holiday
March 26-30	Spring Break
April 2	Spring Break continued
April 3	School resumes
May 16	Kindergarten celebration-Cleveland HS 2:30 p.m.
May 16	Fifth grade promotion-Cleveland HS 6:00 p.m.
May 22	Last day of school