



## **Eagle Ridge Middle School aspires to be a community of learners that support and celebrate a passion for excellence.**

Students' rights and responsibilities are part of the life of every middle school. In the educational setting, rights provide individuals with a basic framework for making sustained progress towards worthy goals. Individual responsibilities make those rights possible. Therefore, all those who are a part of the ERMS community must adhere to certain guidelines in the daily activities of this campus.

The rules and standards outlined in this handbook have been developed to protect the rights of everyone, to insure that all students and staff are treated with respect, and to assure that our school operates in a safe, respectful and responsible manner.

Please read the following document and sign at the bottom of this page. Your signature acknowledges that you have read the handbook and understand your responsibilities as a student and as a parent and you agree to follow all the guidelines listed within this handbook. Including but not limited to the sections highlighted below.

- Continuous improvement in education
- Students at Eagle Ridge are expected...
- As a parent...
- ID Cards
- Behavioral Expectations/Habitually Disruptive Conduct
- Bullying/Harassment
- Student Dress Code Policy
- Electronic Device Policy (including cell phones)
- Technology Code of Conduct
- Homework/Deficiencies/Report Cards/Progress Reports
- Parent/Teacher Conferences
- Power School Portal
- Attendance and Tardy Policy
- Bus Transportation
- Student Walking Pass/Bicycles
- Emergency Cards/HealthCare/Insurance/Counseling Services
- Student Assistance Team (SAT)
- Other Information: Title IX/Section 504
- Discipline Matrix

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Student printed name                      Student signature    Date

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Parent printed name                      Parent signature    Date

**Rio Rancho Public Schools 2019-2020 SY**  
**Instructional Calendar (182 Day)**

**July 2019**

	S	M	T	W	TH	F	S
	1	2	3	4	5	6	
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31			

**August 2019**

August 12- 1st Day Secondary students	S	M	T	W	TH	F	S
August 12 and 13- Elementary Student Support Days	4	5	6	7	8	9	10
August 14- 1st Day Elementary Students	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31

August Instructional Days: 15

**September 2019**

September 2-Labor Day	S	M	T	W	TH	F	S
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30					

September Instructional Days: 20

**October 2019**

October 9 and 10-In-Service	S	M	T	W	TH	F	S
October 11 - Fall Break			1	2	3	4	5
October 17- End of First Quarter	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31		

October Instructional Days: 20

**November 2019**

November 6- End of First Trimester	S	M	T	W	TH	F	S
November 11 - Veterans day						1	2
November 25-26- Elementary Conferences	3	4	5	6	7	8	9
November 26- Middle School Conferences	10	11	12	13	14	15	16
November 27-29 Thanksgiving	17	18	19	20	21	22	23
	24	25	26	27	28	29	30

November Instructional Days: 17

**December 2019**

December 2- Bus Count Day	S	M	T	W	TH	F	S
December 20-Last Day of Semester	1	2	3	4	5	6	7
December 23-31- Winter Break	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				

December Instructional Days: 15  
 1<sup>st</sup> Semester Total Instructional Days (87)

**January 2020**

January 1-3- Winter Break	S	M	T	W	TH	F	S
January 6- In Service							
January 7- First Day Students				1	2	3	4
Second Semester	5	6	7	8	9	10	11
January 20- MLK Jr. Day	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	

January Instructional Days: 18

**February 2020**

February 12- Bus Count Day	S	M	T	W	TH	F	S
February 17- President's Day							1
February 21- End of Second Trimester	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29

February Instructional Days: 19

**March 2020**

March 5-6 Elementary Conferences	S	M	T	W	TH	F	S
March 6- Middle School Conferences	1	2	3	4	5	6	7
March 11- End of Second Quarter	8	9	10	11	12	13	14
March 30-31-Spring Break	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				

March Instructional Days: 20

**April 2020**

April 1-3- Spring Break	S	M	T	W	TH	F	S
April 10- Vernal Holiday							
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30					

April Instructional Days: 18

**May 2020**

May 15- Cyber Academy Graduation	S	M	T	W	TH	F	S
May 16- Independence High Graduation	3	4	5	6	7	8	9
May 18- Cleveland High School Graduation	10	11	12	13	14	15	16
May 19- Rio Rancho High School Graduation	17	18	19	20	21	22	23
May 20- Final Day of School 2019-2020	24	25	26	27	28	29	30
May 21-22- Weather Make Up Days if Needed							
May 25- Memorial Day							
May 26 Weather Make Up Day if Needed							

May Instructional Days: 14  
 2<sup>nd</sup> Semester Total Instructional Days: (89)

**June 2020**

	S	M	T	W	TH	F	S
	1	2	3	4	5	6	
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30				

Instructional Days Elementary 176; 6 In-Service Days;  
 Instructional Days HS & MS 176; 6 In-Service Days;

**Board Approved April 12, 2019**

Holidays	In-service	Conferences/ Credentiaing	Bus Rider Count
Testing	School Start/End	Weather Make-up*	

\*Plans that cannot be changed should not be made for Weather Make-Up days and In-Service days.

## Continuous Improvement in Education

At Eagle Ridge, we are committed to the continuous improvement of our organization, our support systems and, most importantly, of students' academic and social growth. To accomplish this, we regularly examine all of our systems and improve them as needed to reach our goals. You will see some of the results of this posted throughout our school in the form of pre and post test data for student work and survey results concerning efficiency and responsiveness to our community concerns.

### **ERMS Vision: Student Excellence**

ERMS Mission: Eagle Ridge Middle School is dedicated to graduating each student with an educational foundation for success as a responsible, ethical contributor to society.

### **ERMS Key Driver:**

Students will attain high levels of performance in academic and life skills including, but not limited to, reading, writing, mathematics, communications skills, teamwork, and problem solving.

### **Student achievement:**

Students will attain high levels of performance in academic and life skills.

### **Effective and Efficient Systems:**

Systems performance will be continually improved by using documented approaches/processes that are regularly evaluated.

## **At Eagle Ridge Middle School, we believe....**

**In high expectations** - Parents, staff, and students are accountable and responsible to uphold high expectations for the academic and behavioral success of students.

**Students come first** - Concern for students is the motivation for all that happens at our school.

**In life-long learning** - Students and staff need to be prepared for the future and value life-long learning.

**In a positive & safe school environment** - Students and staff must feel safe to risk and grow. Good citizenship is expected and modeled.

**In active participation** - Parents, students, and staff are actively involved by checking grades, attendance and discipline weekly, signing and returning progress reports and reviewing student Notebook/Binder.

**In opportunities for success** - All students can learn. Each student will be given the opportunity to succeed.

**That individuality needs to be respected** - Individual uniqueness is valued and respected within the school community.

**In positive self-esteem** - Self-esteem is fostered and nurtured through working to meet and exceed challenging goals.

**In growth for the whole person** - The physical, emotional, social, academic, behavior and intellectual growth of the individual will be emphasized.

**In teamwork and collegiality** - Parents, staff, and students must work as a team for the success of our school.

- ❖ **Students at Eagle Ridge are expected to behave in a safe, respectful, responsible manner at all times and in all places.**

**As a student, what is expected of you?**

- ❖ **Succeed academically by** -attending school regularly, getting to class on time, taking all necessary materials to class, staying on task using a school Notebook/Binder, completing homework and class work, including makeup work, dressing appropriately for school, celebrating academic success, and not disrupting the learning of others.
- ❖ **Show respect for people, property, and themselves by** - welcoming guests politely, including substitutes and parents, reporting vandalism, keeping food in the student commons, atrium, or patio area, keeping the hallways and grounds clean, using language appropriate to school (**no profanity**) expressing ideas and opinions in a respectful manner so as not to offend or slander others, responding to reasonable requests of adults and other students, and respecting our neighbors' property.
- ❖ **Promote physical safety and personal security for themselves and others by**- obeying bicycle and pedestrian safety rules, staying on campus during the school day, volunteering information in matters relating to the health, safety, and welfare of the school community recognizing that fighting, shoving, and abusing others on and off the school grounds will have consequences.
- ❖ **Follow the school and classroom rules by** - accepting the rules of each classroom, listening to the announcements on the public address system, having a signed pass to be in the hallways other than passing periods, asking for clarification if you are unclear about the rules, and knowing and upholding the rules of this handbook.

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

- ❖ That you send your child off to school on time every morning, clean, healthy, rested, suitably dressed, adequately nourished, and in a frame of mind to learn.
- ❖ That you treat school as important. That you are interested in every phase of what your child does, and you let your child know your interest and concern by listening enthusiastically, and often, to him/her, and by participating in school activities.
- ❖ That you have taught your youngster to respect and cooperate with the teacher, the basic rules of fair play, safety and personal cleanliness, and skills for getting along with others.

- ❖ That your child is ready to learn in school because you enrich his/her life with suitable experiences, by talking to him/her, by reading to him/her, and by loving him/her.
- ❖ That it is your responsibility to hold your child to reasonable standards of conduct.
- ❖ If a misunderstanding occurs about something concerning your child in school, that you make an honest effort to straighten matters out with the school instead of letting your anger fester or broadcasting your criticisms to your friends.
- ❖ That you be informed about current issues in education in general and the problems of your school in particular.
- ❖ You should not hesitate to contact your child's teacher, team, counselor, or the principal's office when you have a concern or desire a conference.
- ❖ That you support the school in its decisions about homework, safety rules, and discipline.
- ❖ That you be an interested, informed, and intelligent partner with the school in the education of your child. The ultimate responsibility for your child is yours.

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

### **Important Student Information**

#### **Commons**

Breakfast is served each morning for those who wish it. Students may bring a lunch or purchase lunch. Students are responsible for clearing away their own trays, utensils, and trash. If the Student Commons area is not cleared, the privilege of using the snack bar will be suspended for several days. Complete school lunches are sold. Individual food items may be purchased separately. Free and reduced lunches are provided to families who qualify. Applications will be available at registration or at any time from the front office. Any lunch charges must be arranged through the Cafeteria manager.

#### **ID Cards**

All students at Eagle Ridge Middle School are required to have their student ID on them and visible daily. Students receive an identification card with lanyard which contains their picture and student identification number. This card is required to check out books from the library, purchase meals with money stored on an account, get on their bus, computer use and students will not be allowed outside at lunch without their student ID. If a student loses his/her card the replacement cost is \$5.00.

**Every student must keep their ID card with them and visible at all times and the ID card cannot be defaced in anyway.**

## **Behavioral Expectations: Positive Behavior Support (PBS)**

Our expectation is that students will always behave in a safe, respectful, responsible manner, and that they will show respect for each other, the staff, our visitors, and the facility. Students who display poor citizenship and/or offensive behavior will be subjected to disciplinary actions such as detention, exclusion, in school suspension (ISS), and home suspension (OSS). Parents will be involved in disciplinary proceedings at every level. Our goal is to correct student's behavior so that each student can be a positive member of our school community.

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

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

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

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

**Habitually Disruptive Behavior** -Habitually disruptive behavior is defined as a student who fails to comply with consequences or is a disruption in the classroom, on school grounds, in school vehicles, at school activities or events at least 5 times during the school year for behavior which is initiated, willful and overt and which requires attention of school personnel to deal with the disruption. [SBP #336 IIA1b (4)]

### **Bullying/Harassment/Intimidation**

ERMS is committed to providing a positive, safe, and productive learning and working environment. Hazing, harassment, intimidation, menacing or bullying are forms of conduct which are strictly prohibited whether engaged in by students, staff or third parties and shall not be tolerated in the school or District.

“**Bullying**” means any repeated and pervasive written, verbal or electronic expression, physical act or gesture, or a pattern thereof, that is intended to cause physical or emotional distress upon one or more students in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Bullying includes, but is not limited to, hazing, harassment, intimidation or menacing acts of a student upon another which may, but need not be based on the student's race, color, sex, ethnicity, national origin, religion, disability, age, sexual orientation, or gender identity.

“**Electronic expression**” means any electronic written, verbal, or pictorial communication conveyed through any form of electronic device, medium, or cyber-technology, including, but not limited to, desktop, tablet or laptop computers, the internet, email, instant messaging, web sites, web-cameras, chat rooms, social networking sites (e.g., Facebook, Instagram), cell phones or other personal digital devices, text messaging, digital photographs or movies, and other instant messaging devices.

“**Harassment**” means knowingly pursuing a pattern of conduct, communications or electronic expressions that are intended to annoy, seriously alarm or terrorize another person and that serves no lawful purpose. The conduct must be such that it would cause a reasonable person to suffer substantial emotional distress. Harassment includes, but is not limited to, any act which subjects an individual or group to unwanted, degrading, humiliating or abusive behavior of a nonverbal, verbal, written or physical nature, and might, but need not be, based on the student’s age, race, religion, color, national origin, disability, sexual orientation, gender identity or ethnicity. Verbal and nonverbal harassment includes speech or gestures which are lewd, indecent, profane or obscene and libel.

“**Intimidation**” includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another’s property, cause substantial inconvenience in accessing school facilities, educational or school sponsored programs or subject another to offensive physical contact or inflict serious physical injury which may, but need not be based on the basis of age, race, color, religion, national origin, disability, sexual orientation, gender identity or ethnicity.

**Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion.**

### **Student Dress Code Policy**

In the interest of encouraging positive school spirit, a 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, 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.

#### **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:**

- ❖ **No graphics, pictures, or writing on clothing that are not school appropriate.**
- ❖ Revealing or see-through clothing
- ❖ Exposed underwear including boxers, sports bras, and bras
- ❖ **NO Saggy pants** revealing underwear or any portion of the body below the naval.
- ❖ Dresses, skirts, shorts, including slits, shorter than three (3) inches above the bend of the knee.
- ❖ **NO 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 (This includes jeans and cut off shorts) That is ripped higher than your longest finger when arms extended downward**
- ❖ 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
- ❖ 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.
- ❖ **No 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
- ❖ **No 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**, all clothing under coat or jacket **must** meet dress code requirements
- ❖ 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 and leggings are 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, change into clothing provided by the school or home, students may be sent home or to ISS. The time missed from class will be considered unexcused. Clothing that is borrowed must be returned clean to the main office on the next school 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:

- 1) 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
- 2) 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
- 3) 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 waiver**

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. Parents 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.

## **STUDENT USE OF PERSONAL ELECTRONIC DEVICES**

ERMS is committed to providing a safe, positive and productive learning and working environment. Student use of personal electronic devices during the school day, in school-sponsored activities and on District property has increased classroom disruptions; facilitated cheating, plagiarism, and the unfiltered and unregulated access to the internet; resulted in an increase of threatening, bullying, and other inappropriate electronics usage, created disruptions during other school activities; and, overall, has increasingly disrupted the delivery of educational and other school-sponsored programs in all schools. The District policy below addresses the limitations on use of electronic devices by students during the school day and in school-sponsored activities.

### **1. Definitions.**

**a. "Personal electronic device" or "PD"** means any device in a student's possession which electronically communicates, sends, receives, stores, reproduces or displays voice and/or text electronic or data, including but not limited to cellular phones, pagers, smart phones, music and media players, gaming devices, tablets, laptop computers and personal digital assistants or other comparable devices not connected to a standard telephone outlet or hardwired electric connection and which receives data or signals from radio waves, dedicated electronic links, cellular networks or wireless networks connected to the internet.

**b. "School day"** means the period of time between the first scheduled bell and the last scheduled bell of the instructional day, and any other time in which instruction occurs, or a student is engaged in a school-supervised activity, including but not limited to practice times, field trips, and athletic competitions or other school-sponsored events in which the student is a participant.

**c. "Possession"** means on a student's person, on or in his/her personal belongings, or otherwise within a student's custody or control.

### **2. Student Rights and Responsibilities**

**a. A student who possesses a PD shall be solely responsible for its care.**

**b.** Students may possess PDs on all RRPS school sites, including athletic fields, school buses, at school-sponsored activities and while the student is under the supervision and control of school district employees. **Unless prohibited by a school's principal or designee, use of PDs in the possession of a student is limited to the time before the school day begins, and after the school day ends. Except as permitted in subparagraph 2.c through e, PDs shall be stored in a student's backpack or purse, locker, or vehicle and powered off during the school day.**

**c.** If permitted by the principal of the high school attended by the student, students in grades 9-12 may use PDs during their lunch period.

**d.** With prior written approval from the principal or his/her designee, a student may use a PD during the school day:

- 1)** to contact a family member in the case of the student's or family member's special medical circumstances; or,
- 2)** if a student is using the device for an educational or instructional purpose with the teacher's permission and supervision.

**e.** PDs may be permitted on school buses, as authorized by the driver, unless use of the PD causes a disruption on the school bus.

**f.** Students shall not use PDs on District property or at a school-sponsored activity to access and/or view internet websites that are otherwise blocked to students at school on school-owned computers or electronic devices. Blocked sites include, but are not limited to networking sites

**g.** Student use of PDs in violation of this policy or in an unauthorized manner which disrupts the school day or school-sponsored activity may result in disciplinary action and/or confiscation of the PD. When a PD is confiscated, it shall only be released and/or returned to the student's parent/legal guardian in accordance with procedures promulgated

by the Superintendent or designee. It is the student's parent/legal guardian's responsibility to retrieve the device according to school procedures.

**h.** Even if use of a PD is otherwise permitted, the following activities are always **prohibited**:

- 1) Possessing, viewing, sending or sharing video or audio information having sexual, violent or threatening content on school grounds, school events or school buses;
  - 2) Transmitting school materials for unethical purposes such as cheating;
  - 3) Any activity which may be in violation of the Rio Rancho Public School Bullying Prevention Policy and Procedural directive; and,
  - 4) Use of PDs in locker rooms, bathrooms, swimming pool areas, other areas where individuals may be dressing or attending to personal hygiene, or any other area where use of PDs have been expressly prohibited by the school principal or designee.
- 5) Any use of PDs determined by a school's principal or designee as substantially disruptive to the school's educational environment.

#### **4. District Staff Rights and Responsibilities**

a. Rio Rancho Public Schools shall not be responsible for the theft, loss or damage to PDs brought to school by a student.

#### **5. Disciplinary Consequences**

Disciplinary consequences for violating this policy or a school site rule may range from loss of privilege to use a PD to suspension and expulsion based on the number of previous violations, the nature and severity of the violation, and the context in which the violations occurred. Discipline shall be imposed consistently with each school's disciplinary matrix.

##### **Use of Electronic Devices in violation of this policy shall result in the confiscation of the device.**

- |  |   |
|--|---|
| <p>➤ 1<sup>st</sup> Offense: The student may recover the device from the school offices at the end of the school day.</p> <p>➤ 2<sup>nd</sup> Offense: The student's parent/guardian will be notified and must recover the device from the school office. Also, the student may be subject to discipline for engaging in willful disruptive conduct.</p> | <p>➤ 3<sup>rd</sup> Offense: The student's parent/guardian will be notified and the device will be confiscated for the remainder of the school year. Devices that are not recovered at the end of the school year may be disposed of by the District.</p> |
|--|---|

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

<b>Level I</b>			
<b>Behavior</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
<b>Bus Disruptions</b>	Refer to Transportation Handbook		
<b>Dress Code Violation</b>	Parent Notification and Warning Options: Change into other clothing they may have Clothing provided by school Be sent home	Parent Notification and Warning Same as 1 <sup>st</sup> offense 1 Day ISS	Parent Notification 2 Days ISS Same as 1 <sup>st</sup> Offense 4 <sup>th</sup> Offense could result in OSS
<b>General Disruptive Conduct (profanity, rudeness, dishonesty, etc.)</b>	Teacher Interventions Parent Notification	Teacher Interventions Parent Notification Possible LD	1 Day ISS Teacher Interventions Parent Notification Possible LD
<b>Gossip, Passing Rumors, Instigating</b>	Teacher Intervention Parent Notification	Teacher Notification Parent Notification	1 Day ISS Parent Notification
<b>Public Display of Affection</b>	Verbal Warning	Parent Notification Detention or 1 Day ISS	Detention or 1 Day ISS
<b>Tardy</b>	1 <sup>st</sup> -3 <sup>rd</sup> Offense Teacher Interventions Parent Notification	4 <sup>th</sup> Offense 1 Day ISS Teacher Interventions Parent Notification Possible ASD	5 <sup>th</sup> Offense 2 Days ISS Teacher Interventions Parent Notification Possible ASD
<b>Level II</b>			
<b>Behavior</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
<b>Bullying/Threats/Harassment</b>	1 Day ISS Parent Notification	3 Days ISS Parent Notification	3 Days OSS Parent Conference Behavior Contract
<b>Aggressive/Hostile Behavior</b>	2 Days ISS Parent Notification	3 Days ISS Parent Notification	1 Day OSS Parent Conference Behavior Contract
<b>Cheating or Plagiarism</b>	Loss of Assignment Credit Parent Notification	Loss of Assignment Credit 1 Day ISS Parent Notification	Loss of Assignment Credit 2 Days ISS Parent Notification
<b>Chronic Disruptive Conduct</b>	1 Day ISS Parent Notification	2 Days ISS Parent Notification	3 Days ISS Behavior Contract Parent Notification
<b>Disrupting a School Activity</b>	Removal from Event Parent Notification	Removal from Event 1 Day ISS Parent Notification	Removal from Event Loss of Privileges for the Remainder of the Year 2 Day ISS Parent Notification
<b>Ditching (out of class without permission)</b>	1 Day ISS Teacher Interventions Parent Notification Possible ASD	2 Days ISS Teacher Interventions Parent Notification Possible ASD	3 Days ISS Parent Notification Teacher Interventions Behavior Contract
<b>Electronic Devices</b>	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
<b>Truancy</b>	Referral to Truancy Officer		
<b>Failure to Comply with Disciplinary Consequences (including skipped detention)</b>	Twice the Previous Consequences	Administrative Referral	Administrative Referral
<b>Falsifying or Misuse of any Official Document or Communication (including passes, ID, progress report, call to excuse absence, parent signature, etc.)</b>	Teacher Interventions and/or 1 Day ISS	2 Days ISS Parent Notification	1 Day OSS Parent Notification Behavior Contract
<b>Rough Housing</b>	1 Day ISS Parent Notification	2 Days ISS Parent Notification	3 Days ISS Parent Notification Behavior Contract
<b>Fighting (including instigating, pushing, physical contact)</b>	2 Days ISS Parent Notification	4 Days ISS Parent Notification	See Level III Assault/Bullying

<b>Level III- RRPD referral may be filed on all Level III Infractions</b>			
<b>Behavior</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
Arson	10 Days OSS Pending Hearing		
Assault/Battery (Physical) of a Staff Member	10 Days OSS Pending Hearing		
Assault (Verbal) of a Staff Member (including intimidating or threatening remarks and/or directed profanity)	3 Days OSS Behavior Contract	5 Days OSS	10 Days OSS Possible Hearing
False Alarm	1-3 Days OSS	10 Days OSS Pending Hearing	
Bomb Threats//Explosives/ or (possession of)	10 days OSS Pending Hearing		
Assault/Battery (physical) of a student or students by one or more students	3 Days OSS Mediation	5 Days OSS Mediation Behavior Contract	10 Days OSS Possible Hearing
Fighting (including instigating, pushing, physical contact)	3 Days OSS	5 Days OSS	10 Days OSS Pending Hearing
Gang Related Activity	2 Days OSS, Behavior Contract	5 Days OSS Pending Hearing	10 Days OSS Pending Hearing
Habitually Disruptive Conduct	3 Days OSS	5 Days OSS	10 Days OSS Pending Hearing
Harassment / Bullying (Physical, racial, verbal, disability, electronic, intimidation toward another student-bullying)	3 Days OSS	5 Days OSS	10 Days OSS Pending Hearing
Inappropriate Use or Possession of Technology (tampering/damage to computers/network)	5 Days OSS, Loss of Computer Privileges for the Remainder of the Year and Restitution, Behavior Contract	10 Days OSS Pending Hearing	
Making a False 911 Call	5-10 Days OSS, Possible Hearing		


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

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**Computer Use**  
**Rio Rancho Public Schools**  
**Grade 6-12**  
**Information Technology Code of Conduct**

Use of the District's Information Technology resources, including, but not limited to, all computer hardware, software, databases, electronic messaging systems, communication equipment, computer networks, telecommunications circuits, and any information that is used by the district to support programs or operations that is generated by, transmitted within, or stored on any electronic media by students of Rio Rancho Public School district, shall be in support of education and research that is aligned with the district's mission, vision, and core values.

Use will be in accordance with Policy 477 and this Code of Conduct:

1. Keep confidential and protect all computer and Internet passwords, access codes or logon information from disclosure to others.
2. Respect the privacy of other users. Do not use other users' passwords. Unauthorized use of passwords, access codes or other confidential account information may subject the user(s) to discipline, and to both civil and criminal liability.
3. Be ethical and courteous. Do not send hate, harassing or obscene mail, discriminatory remarks, or demonstrate other antisocial behaviors. State law prohibits the use of electronic communication facilities to send fraudulent, harassing, obscene, indecent, profane, intimidating or other unlawful messages. See NMSA 1978, §30-45-1 et seq.
4. Maintain the integrity of files and data. Do not modify or copy files/data of other users without their consent.
5. Treat information created by others as the private property of the creator. Respect copyrights. Software protected by copyright shall not be copied except as licensed and stipulated by the copyright owner.
6. Use the network in a way that does not disrupt its use by others. Do not use the Internet for commercial purposes. Transmission of commercial or personal advertisements, solicitations, promotions, destructive programs, or other unauthorized use unrelated to the district's mission, vision, or core values is prohibited.
7. Do not destroy, modify or abuse the hardware or software in any way. Users shall report any suspected abuse, damage to equipment or tampering with files to the school district system operators.
8. Do not develop or pass on programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system, such as viruses, worms, "chain" messages, global mailings, etc. Do not "hack" the system. Attempts to gain unauthorized access to confidential information or private directories maintained by the District or to circumvent privacy protections on internal files or non-public restricted files, accounts or directories of any external source is a violation of this Code of Conduct, and may subject the user to civil or criminal liability.
9. Do not use the Internet to view, access, download or process pornographic, obscene, indecent, profane or otherwise inappropriate material.
10. Use of the system to access games and use of computer time for game-playing shall be restricted solely to instances directed and monitored by teachers and to games that address educational goals.
11. Do not reveal your full name, home address, telephone number, school address, or parents'/guardians' names, or those of any classmates on the Internet.
12. Do not meet in person in a secluded place or a private setting with anyone you or any of your classmates have met on the Internet. Users who are under the age of 18 shall not meet in person with anyone they have met on the Internet without their parents'/guardians' permission.

In addition to disciplinary sanctions which the district may impose upon students under applicable policies, codes of conduct or administrative regulations, the district reserves the right to remove a user's account and deny use and access of the information technology system if it is determined that the user is engaged in unauthorized activity or is violating this Code of Conduct. Violations of law by students will be reported to law enforcement official

## **Student Attendance: Attendance Line 892-6630 ext. 1**

Regular, uninterrupted instruction, classroom participation, and interaction with classmates are important to the educational process. For that reason, state law requires that all children of appropriate age and condition attend school regularly.

New Mexico's Children's Code provides that a child who has more the ten (10) unexcused absences is a child in need of supervision by the youth authorities. State law requires the school to report violations of the compulsory school attendance laws to the juvenile probation office. Violations of the compulsory school attendance laws can subject parents to fines. Maintaining regular school attendance by all students is the joint responsibility of parents and educators. A student may receive school discipline for any unexcused absence. Students with excessive excused absences (10 days) must, within two (2) days of returning to school, bring supportive documentation (doctor's note,

etc.) for each absence. Failure to comply will be considered an unexcused absence. In keeping with the above procedure, the (Board of Education/Superintendent) prescribes the following rules for school attendance:

1. Parents or legal guardians must telephone the school each day their child will be absent and state the reason for the absence. (892-6630 ext 1)
2. An unexcused absence is an absence for which no appropriate excuse is provided by the student's parent or legal guardian.

◆ **Absences may be excused for the following reasons: Doctors Appointment (need supportive documentation), Illness, Death in the Immediate Family, Family Emergency (need supportive documentation), Religious Commitment, Diagnostic Testing, School Sponsored Activity, and Extenuating Circumstances; as agreed to by the school administration.**

3. For each excused absence a student will be allowed one (1) day to make-up work without penalty. A student with an unexcused absence will be given one (1) day to makeup work; however, a penalty of up to one letter grade will be assessed. Contact the teacher directly for makeup work.
4. **At three (3) unexcused absences**, notification will be sent home by letter with copy placed in the attendance file.
5. **At five (5) unexcused absences**, notification will be sent home by certified letter with return receipt and a copy will be placed in the attendance file.
6. **At seven (7) unexcused absences**, a notification will be sent home by certified letter with return receipt OR a home visit by a Law Enforcement Officer to provide Affidavit of Service to parents.
7. **At ten (10) unexcused absences** a Criminal Complaint will be written by Law Enforcement/SRO alleging Educational Neglect against the parents and a referral will be made to CYFD—Statewide Central Intake (SCI).

### **Tardy Policy**

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

**Class Interruptions: We will not interrupt classes except in emergencies.**

### **Withdrawal Procedures**

Any student leaving to attend another school withdraws from Eagle Ridge through Student Services. Written requests to withdraw are submitted by parents to that office. The student then takes a withdrawal form to each class and has it signed by the teacher who records the grade on the form and certifies that all textbooks have been returned. The student also has the form signed by the librarian indicating that all materials have been returned. All fines must be paid. The form is then returned to the Student Services completing the withdrawal process. This process may take an extended amount of time; please plan for such. Students will not be allowed to disturb classes to complete the withdrawal form.

### **Emergency School Closure**

Listen to radio stations KKOB-AM 770, KRST-FM 92.3, or watch KOAT Channel 7 News. The school notification phone system requires an up to date phone number, so please keep contact information current. Also, it is recommended that families have a plan for such emergency closures. In bad weather, a special schedule will be used. Activity buses will not run.

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

The following bus rules apply to all students riding the bus to and from ERMS:

- Following directions the first time they are given
- Keep objects and all parts of your body inside the bus
- Remain seated in your assigned seat at all times
- Keep hands, feet, and objects to yourself
- No eating, drinking, or smoking
- No fighting, pushing, spitting, or using inappropriate, abusive or threatening language at any time

Consequences for failure to follow the bus rules include a verbal warning from the driver, a referral sent to the administration, a three-day suspension from riding the bus, or denial of the bus riding privilege. We recognize the transportation hardships imposed by suspending bus privileges, but no student will be allowed to jeopardize the safety of others. Should your child have a problem at the bus stop or on the bus, please call the school to let us know or call the Rio Rancho Transportation office at 338-0078 for further assistance.

# Additional Student and Parent Information

## Homework

Homework (assignments to be completed outside of the classroom) is an important component of the learning process. A positive relationship exists between homework and achievement. The purpose of homework is to provide students continued exercise, drill, and/or practice, in order to develop, reinforce, improve, and/or enrich skills; or to help students become more familiar with procedures and concepts. Homework also gives students some responsibility for their own learning. In addition, homework provides parents with an opportunity to know about, and participate in, their child's education.

Students in middle school can anticipate about one to one-and-a-half hours of homework per night. Expect to spend time in study each day, even if it is not written work. Each student will be expected to purchase a school notebook/binder in which to record assignments. Parents are responsible for establishing a daily homework schedule for their child and a special study place for homework. Look at your child's homework regularly to ensure it is done carefully, and see that homework gets to school. Parents are encouraged to provide additional learning opportunities; i.e., reading, family discussion, selected television programs and children's specials, trips to state and national parks, museums, collections, exhibits, films, concerts, etc.

**Deficiencies** Deficiencies will be sent home approximately half way through each quarter grading period.

**Power School Portal** Parents may view students' assignments/test grades, discipline, attendance information and more via the web once they have an active account. The ability to view this information allows for early intervention, including academics, discipline concerns as well as ensuring that your students data is current within our student information system. Please use this service as a guide to your student's progress. It is not intended to generate numerous emails or phone calls to teachers. Please attempt to resolve individual assignment grades/concerns with your child prior to contacting his/her teacher. A parent must come to your child's school during school hours to pick up the password (valid picture ID is required) used to access the Power School Portal. Access to the portal can be made from either the ERMS web page or RRPS web page. **Having a Power School account is critical in registering your student at any RRPS school.**

**Makeup Work** It is essential that students absent from school make up missed work. It is the responsibility of the student to initiate request for makeup work at a time convenient for the teacher, complete the work, and hand it in on time. Students have a day for each day missed to complete and return makeup work. Teams will make allowances for individual circumstances based on consultation with the student and/or parent(s). Students who are absent from school three days or longer may request homework by calling the appropriate teacher(s)' extension(s). Teachers will be given 24-hour notice in order to compile the makeup work. The requested makeup work should be picked up from the Main Office at the agreed upon time.

**Report Cards** Report cards are sent home with students approximately one week after each quarter ends. Grades are used in conjunction with assessment data to document and monitor student progress. In general, a grade should reflect the following: the quality of work done, effort put forth in relation to ability, attendance and punctuality, and participation. The grading scale at Eagle Ridge is the following:

- A** outstanding progress
- B** very good progress
- C** satisfactory or average progress
- D** poor progress or improvement needed
- F** no significant progress shown

**We recognize and reward improvement and believe grades should work to the benefit of the student.**

## Honor Roll

Students who achieve a grade point average of 3.25 or higher for two nine-week periods will be placed on the ERMS Semester Honor Rolls. Grade point averages are automatically computer calculated. Students who receive either a D or F as a grade will not be considered for Honor Roll.

## Parent/Teacher Conferences

Parents or teachers may initiate a conference request. To schedule a conference, parents should call their child's teachers.



### **Student Use of Tobacco Products**

Use of tobacco products, including but not limited to, cigarettes, cigars, chewing or smokeless tobacco, pipes, electronic cigarettes or otherwise known as e-cigs, and other look-alike devices, by students is **forbidden** in school buildings on school property or in any vehicle used to transport students to and from schools or school-related activities. For purposes of this policy a school vehicle is defined as any vehicle used to transport students to and from any school or school-related function and which has school-sponsored chaperones.

### **Student Walkers**

Parents wishing to allow their student to walk to or from school must complete a "Student Walker Pass." Once this form has been completed and signed by the parent, students will receive identification on the back of their ID which allows them to walk to and from school. The form may be obtained at the front office.

### **Assembly Behavior**

Assemblies are a privilege. Students who wish to maintain this privilege must behave in an appropriate manner. Students will be escorted up the bleacher aisle to the row in which they will be seated. Students will sit with their class and their teacher. At no time will students be allowed to run up or down bleacher seats. During the assembly, students will be courteous and respectful. Applauding is acceptable behavior and is encouraged. At no time will students be allowed to boo, scream out, beat on bleachers with feet, or perform in any other uncivilized manner.

### **Selling of Items on Campus**

No one including students shall, on any school grounds, publish, distribute, or sell materials, paper supplies, or any other matter without first obtaining the written consent of the principal.

### **Automobiles**

Parents are to use only the south entrance of the parking lot when picking-up or dropping off. Drop off and pick-up along CURB ONLY (not in other areas of the parking lot or along the street side on Fruta.) Please do not block the middle lane or use it for pick-up/drop-off. It is a passing lane.

### **Bicycles**

Riding a bicycle to ERMS is a privilege students must earn and keep. Students are to obey all laws regarding bicycle safety. We encourage students to wear helmets. A student may lose the privilege of riding a bike to school if safe riding rules are not followed. All bikes are to be parked in the bicycle rack at the front of the school and are to be chained and locked. The school cannot assume responsibility for any damage or loss which may occur. Bikes are not to be ridden on school grounds; students are reminded to walk their bikes.

### **Closed Campus**

Eagle Ridge Middle School is a closed campus. Students may not leave school grounds for any reason without first signing out in the Attendance Office. Students will not be allowed to leave without the express permission (in writing) of a parent or guardian. Parents are always welcome to visit and observe their child's classes. Any parent or visitor must first check in at the front office, show identification, and receive a visitor's pass. While this may seem restrictive to some parents, it is our way of protecting your children from strangers coming onto our campus. If you need information from your child's teacher, please don't hesitate to schedule an appointment with the teacher. Students may **not** bring friends or relatives to school to visit without the prior consent of an administrator through a phone conference and a written note requesting time and date of visit and including phone number of requesting parent/guardian.

### **Counseling Services**

ERMS has a counselor who is trained to provide students and parents with information and suggestions relating to many subjects including career and future planning, study skills and time management, relating skills (with friends, parents, teachers), decision-making, self-understanding, and mediation. Students and parents can easily schedule an appointment by contacting Student Services (892-6630 ext 334). All counseling at ERMS is short term; more extensive counseling should be arranged outside of school if needed.

**Daily Announcements** Students receive daily announcements during a designated time each day.

### **Emergency Drills**

ERMS holds a practice fire drill twice in the first month of school and once a month thereafter. The drill consists of both a fire drill and an evacuation drill. ERMS works very closely with the Rio Rancho Department of Public Safety regarding fire drill and fire codes. In addition, there will be other emergency drills in the areas of duck-and-cover and bus evacuation. Students need to know that setting off a false alarm is punishable by a fine of \$300, 90 days in jail, or both.

### **Field Trips**

Field trips are a valuable extension of the learning process. Each trip may incur some cost because of transportation and/or the admission cost. A completed RRPS Field Trip permission form is required. It is expected that students act as ambassadors for ERMS or possibly forfeit the right to attend future field trips. Parents are often requested as chaperones and are encouraged to assist. Students who have not fulfilled classroom expectations may be required to remain at school and complete alternative assignments.

## **Health Care**

The main responsibilities for the school nurse are to check immunization records, to maintain health records, to provide hearing and vision screening, and to check all students for scoliosis and other skeletal problems. ERMS has a full-time health aide to help meet the daily health needs of our students. The nurse and the health aide handle all minor injuries and illnesses and contact parents in these matters. The nurse and health aide will dispense medication if the parent has filled out the necessary form, the medication comes with doctor's instructions, and the student is not transporting the medication.

## **Emergency Cards**

Each student must have an emergency card on file in the Main Office containing the daytime telephone numbers of his/her parents, as well as an emergency contact. Any changes in home or work telephone numbers should be reported at the Main Office immediately. In the event of serious injury or illness, the Emergency Medical System (Rio Rancho Department of Public Safety - 911), may be called at the discretion of school personnel. There may be charges for response and/or transport to a medical facility. It is understood that the parent or guardian will be responsible for the charges. The Rio Rancho Public School System will not be held responsible for any fees incurred.

## **Insurance**

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

## **Lockers**

Lockers are provided for the purpose of storing school-related items **only**. Lockers may be inspected by school personnel at any time. Students may visit lockers at designated times only. Teacher permission and hall pass are required if a student visits his/her locker at other than designated time. Students may not share lockers under any circumstances. Note: DO NOT give your locker combination to anyone but your teacher. **DO NOT bring valuables to school.**

## **Lost and Found**

Found house keys, eye glasses, and valuables such as jewelry and wallets/purses are kept with the secretary in the Main Office. Lost and found textbooks will be located in the library. Clothing is stored in the Lost and Found bins in the cafeteria. Students and parents are encouraged to check lost and found often. Every quarter, the lost and found clothing items will be donated to charity.

## **Media Center (Library)**

The Media Center is open before school, during the school day, lunch, and during passing period (students need a pass from the librarian or a teacher). All materials which have been lost should be reported immediately to the librarian and the appropriate fees paid. If the materials are found later, the fees will be reimbursed to the student. **No food, gum, beverages, etc. may be brought into the library.**

## **Office Phone for Student Use**

Emergency calls may be placed from the office. No phone messages will be delivered except for emergencies.

## **School Hours**

Students who arrive early must remain in the student commons until the first bell rings. First bell rings at 8:10. Afternoon dismissal is at 3:15 pm; M, T, TH, F, and 2:35pm on Wed. Students needing help, a conference or makeup work, or those participating in a club or activities are welcome in the building under staff supervision. All other students are to be off school grounds by 3:20 pm / 2:40pm unless under direct supervision of a staff member.

## **Student Assistance Team**

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

## **Supplies**

All students must have a school Agenda. Other supplies will be required but will vary by classroom needs. General supplies include: Pencils, Pens, Loose-leaf Paper, Folders, Colored Pencils, Scissors, Glue stick. \* Please see the specific grade level supply list located on the ERMS Website or available in the registration office\*

## **Agenda**

The school agenda is a tool that can be used for communication between home and school. It is also required that each student have their agenda with them all times to use as a hall pass.

## **Yearbook**

The yearbook is available to students who pre-order. Yearbooks are distributed in May. Students need to keep their receipts to obtain their yearbook in May. A limited number of extra books are available for purchase by students who did not pre-order.

## **Other District Information**

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

**Section 504:** Under the provisions of Section 504, Rehabilitation Act of 1973, public schools must make sure that all students, regardless of disability, have equivalent opportunities to participate in a free appropriate public education (FAPE). This provision applies to qualifying disabled students whose disabilities are not so severe as to create IDEA eligibility. RRPS's Section 504 Coordinator is responsible for overseeing compliance with the provisions of Section 504 and for investigating complaints. For further information, contact RRPS's 504 Coordinator, Jerry Reeder, at the Rio Rancho Public Schools District Office, 500 Laser Rd. NE, Rio Rancho, NM 87124, (505) 896-0667.

Copies of the FERPA regulations in both Spanish and English can be found on Eagle Ridges website