

Enchanted Hills Elementary Parent-Teacher Organization

***“When PTO gets involved, children benefit.
When YOU get involved, the child that benefits the most is your own!”***

We are excited to work together to continue making Enchanted Hills Elementary School a great place for children to learn. We need your help to succeed during the 2018-2019 school year! The PTO supports many areas at EHES, including:

- Healthy snacks-Popcorn, Slim Jims and Fruit Roll Up are sold most Fridays.
- Educational and family events for the EHES community.
- Publication of the EHES Year Book.
- Funding the buses for K-5 fieldtrips.
- Teacher and classroom resources that directly benefit children.
- Coordination of school photos throughout the year.
- Holiday Store
- Mother’s Day Plant Sale
- Donuts for Dads
- Spirit Shirt Sales
- Balloon Aloft Breakfast
- Teacher Appreciation Luncheons

Volunteers: The PTO could not function without our wonderful volunteers. We are looking for anyone who would like to be involved in any of our committees. We appreciate any support that you can offer throughout the year. There is room for anyone to volunteer any amount of time that you have available.

Membership: Please consider becoming a member of our PTO. We will hold monthly PTO Board meetings as well as “meet and greet” meetings at EHES. All parents are encouraged to attend and take part in the decision making for our children’s PTO. Come and add your voice. New members are always welcome. Please refer to the school calendar or web pages for dates.

Please join us in making this an awesome year at EHES! We look forward to seeing you this school year. Please visit the PTO link on the EHES webpage for additional information and upcoming PTO news and events.

PTO Office: 505-891-8526 ext. 582

Arrivals & Departures

Abbreviated School Days and Early Dismissal

The abbreviated day is a shortened day that begins two hours later than the regular schedule when hazardous road conditions (i.e., icy streets) endanger the safe transportation of students. Bus schedules are also delayed two hours. An abbreviated day announcement is made on radio and television by 6:30 A.M.

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

****PLEASE DO NOT CONTACT THE SCHOOL. WE NEED TO KEEP PHONE LINES OPEN FOR EMERGENCIES ONLY.**

In the event of an abbreviated day, the schedule is as follows: Grades K-5 attends from 11:00 – 4:00.

***The S.A.F.E. program will not be open in the morning.**

(In the event an abbreviated day falls on a Wednesday, we will dismiss at 4:00 instead of the usual 12:45 dismissal.)

Early Arrivals / Late Pick-Ups

Enchanted Hills Elementary is an educational facility. We are not staffed to supervise children before 8:50 A.M. or after 4:00 P.M. (12:45 on Wednesday) when the buses leave the school. If a parent does not pick up a child at dismissal, we will contact RRPD to pick the child up at school.

Students Achieving for Excellence, (SAFE), offers an excellent on-site childcare program if students need before or after school care. Call 896-0667. Students are not to be on the school grounds except during regular school hours, unless they are participating in school related activities (e.g. SAFE, Scouts, after-school programs, etc.).

Bicycles / Walkers

It is school policy that children do not walk or ride their bicycles to school. Students living on the west side of Hwy. 528 are the only exceptions, and must have a current parent note on file in the office each school year in order to ride their bicycles. Please have student lock their bikes on the bike rack. Please do not share a lock with another student. The school assumes NO liability for any bicycle at any time. We strongly encourage students to wear helmets while biking.

Bicycles/Scooters/Skates Safety

Skateboards/Roller Blades-Skates/In-Line Skates/Heelys are never allowed on campus, and will be confiscated.

Bus Zone and West Parking Lot

The bus lanes to the west of the main building are for buses only. **Please do not pick up or drop off students in this area.** The purpose of creating a separate area is to keep buses away from cars in order to ensure the safety and well-being of all students. It is not to be used for picking up or dropping off your child. Please do not enter this area during bus drop off or school dismissal. This will create a hazardous situation for our students. Students will be released to parents from the north and east parking lots only. Students will not be removed from the bus lot or the bus. Please plan ahead for child pick up. Thanks for your help.

Drop Off & Pick Up Zones

It is important to follow the school drop off and pick up rules for our school to ensure the safety of ALL STUDENTS. Please exercise caution and patience while driving in the school zones, and follow the Safety First Expectations. The North/Red area is for K-1 students, (siblings may be included.). East/Blue is for grades 2-5 students.

If you have an appointment with a staff member or are volunteering in the school, remember to park in the NORTH/RED lot, directly in front of the school entrance. **Please do not enter the bus parking lot, at any time, to the west of the school.** Both the NORTH/RED and the EAST/BLUE lot will be used for student drop off and pick up areas.

- Parents are to drop their child(ren) outside the front door of the school or west parking lot, and have their child walk through the building to the playground. If a parent does not wish to send their child to the playground before school, the parent may elect to wait with the child **under the canopy or in their car (in the parking area)** and then send their child directly to class at the **9:00** warning bell. For safety reasons, parents or visitors are not to escort children to class. Staff will escort children to classrooms if necessary. If the **9:05** morning bell has rung, parents are required to check children in at the office. At that time, all students are considered unexcused tardy unless children have been to a medical appointment and provide documentation.
- Please tell your child to go directly to the playground where he/she will be supervised and not to the portable area where there is no supervision before school. **Our playground is supervised from 8:50-9:00; please do not drop your child off prior to this time.**
- When picking up children at dismissal, Kindergarten and 1st grade parents should wait for students under the canopy area in front of the school. Parents of students in grades 2-5 should wait in front of the portable in the EAST/BLUE lot (see marked area). This will eliminate the congestion and reduce the noise level in the foyer area of the school.
- If you are picking up your child before the school day is over, you will need to sign him/her out at the office by 3:30 P.M. Monday, Tuesday, Thursday or Friday and 12:00 P.M. on Wednesday. Please be prepared to show identification. Children will be called, from the classroom once s/he has returned from recess, to the office for pick-up. (See information for tardies/early pickups)

- If a parent is late picking up a child (**after 4:00 or 12:45 on Wednesdays**) the duty staff will take all waiting children to the office where parents will be required to sign out and pick up children. Administration will contact parents if transportation issues conflict with student pick up.

Parking Lot/Bus Zone Policies/Lot in Front of School

Please be extremely cautious and drive very slowly in our parking lots. Children are often unaware of your presence, so it is every adult's responsibility to watch out for the children. *WHILE IN THE PARKING LOT THE SPEED LIMIT IS 5 MPH.* Students must be picked up or dropped off along the curbside of the circular drive in front of the school or along the curbside of the circular drive located in the east parking lot only. The loading/unloading zone is marked to assist parents with designated areas. (Please note: Loading will only be done in the areas past the crosswalk in both the NORTH and the EAST lots. This will help us ensure children's safety.) Do not leave vehicles unattended at any time unless the car is parked in the parking area. Your car is subject to a parking ticket by RRPD or SCSO. It is crucial that you pull up to the curb to drop off or pick up your child. Do not have your child cross in front or between cars to get to your vehicle*. *NO DOUBLE PARKING IS ALLOWED FOR THIS REASON. CARS SHOULD NOT BE LEFT UNATTENDED IN THIS AREA SO AS TO AVOID STOPPING THE FLOW OF TRAFFIC.*

Please try to pull forward as far as possible and find an open slot by the curb. If there is not open slot, pull out of the pick-up zone and park in the visitor's parking spaces. After picking up your child, please pull away from the curb slowly and proceed at a speed limit of 5 mph or less. Do not back up at any time while in the drop-off/pick-up lanes. *STUDENTS WILL NOT BE RELEASED FROM THE BUS PICK-UP AREA. ALL PICK-UPS MUST BE SUPERVISED FROM THE FRONT OF THE SCHOOL OR EAST LOT ONLY. DO NOT PICK UP CHILDREN FROM THE PORTABLE AREA ON THE WEST SIDE. ALL PARENTS MUST PARK IN THE NORTH OR EAST LOT TO ESCORT STUDENTS TO/FROM THE BUILDING.* PLEASE AVOID CELL PHONE USE WHILE DRIVING IN THE PICK-UP/DROP-OFF ZONE.

*RRPD and SCSO are often on campus to assist with safety and traffic concerns. Please avoid difficult situations and follow all traffic guidelines. Violation of traffic/parking can result in a citation from RRPD/SCSO.

Safety, Student Drop Off/Pick Up

A primary goal of Enchanted Hills is to make certain that each and every student is safe; therefore, we are asking for your assistance in adhering to these policies:

- Students will be released only to their parent/guardian or the person identified as the emergency contact on the student's card. It is important to keep all information updated via InfoSnap.
- During regular school hours, students must be signed in/out through the office.
- Office staff will ask for identification from the individual picking up the child. Please be patient as the staff is acting on your child's behalf.
- **Due to our high enrollment numbers, walking children to classrooms and picking them up from their room at the end of the day poses a safety issue.** For safety reasons, parents or visitors are not

to escort children to class. Staff will escort children to classrooms if necessary. However, if your child is tardy (9:05 a.m.), a parent - or authorized person - must sign the child in, at the office.

SAFETY FIRST!!!

Expectations for the Drop-off/Pick-up Zones

Please help us to keep **ALL OF OUR CHILDREN SAFE** by following these guidelines in our Student Loading Zones where you drop-off and pick-up your children:

- **Be patient.**
- **Follow the above zone information.**
- **Visit our school at other times of the day.** This is heavy traffic time.
- **DO NOT PARK YOUR CAR.** Please remain in your vehicle while in the drop off/pick up lane. If you need to park, please do so in the parking lot on the north or east side of the school.
- If you are the lead vehicle, please drive up to the furthest point forward in the loading zone. (If you are behind another car, please pull up closely to the vehicle in front of you.)
- Stop and load or unload only on the sidewalk side of the loading zone. Duty staff will guide your children to your vehicle. Please pull as close to the curb as possible.
- After you either drop off or pick up your own child, please **MAINTAIN A 5 MPH SPEED LIMIT AND DRIVE CAREFULLY AROUND THE VEHICLES THAT ARE STILL IN LINE.** This is a loading zone for children.
- Watch the crossing guards. Remind students to cross the street only at the designated crosswalks. **Stepping between cars is absolutely impermissible, even with an adult.** Remember, students learn best by watching what adults model.
- Fire lanes must be observed. The fire lanes are along the red curb in front of the main building. Fire zones must be kept clear for emergency vehicles at all times.
- **Traffic in the drive-through and parking lot is one way.**
- **It is NEVER permitted to drive in reverse in the drive-through or parking lot (except when backing from parking space).**
- **Follow the entrance and exit arrows and do not block the buses.**
- **There are designated areas and driveways for buses on the side of the school.**

In order to improve traffic problems in the front of the building, students who are eligible to take the bus are encouraged to do so.

The parking lot IS NOT TO be utilized for drop-off and pick-ups. For the safety of all, drop-offs and pick-ups should be in your child's designated student loading zone.

Older Siblings Picking Up Children from School

Middle school and high school students are **NOT ALLOWED ON THE CAMPUS** unless given prior permission by the administration of EHE for the sole purpose of picking up a younger sibling. While waiting for siblings they must display respectful and appropriate behavior, and may not enter the hallways of the school for any reason. Offenders will be warned one time then will be reported to RRPD/SCSO. Charges will be pressed against middle school and high school students who violate this rule. They should never have any of the items described under *PERSONAL POSSESSIONS* on our campus. These

items will be confiscated and a parent will be required to pick them up within 48 hours. Items that are not picked up will be donated to a charity or discarded.

SECURITY

Security has been upgraded at all RRPS Schools. Issues across our nation have brought attention to a stronger security support than we have seen in years past. In order to provide parents/guardians with the accessibility to our students, please be ready to follow the required steps:

-All doors will be secured from 9:30 - 3:30 (9:30 - 12:15 on Wednesdays). If you wish to enter the building, you will need to push the security button on the west side of the doors. The Parents/Guardians will then push the button to the office for access. The office staff will be monitoring all who enter and then can push the security button once they are aware of the intent of the visitors.

-A license must be provided to pick up any student by 3:30 (12:15 on Wednesdays). If the adult is not listed on the registration card, the adult will not be allowed to pick up student.

Please note that RRPS has assigned a Security Guard to all schools during school hours.

If at any time, EHE is experiencing a fire drill, lock down or any type of drill, parents/guardians must wait outside of the doors until the drill is complete. If there is an emergency situation, all parents must wait 100 feet from the front door until the first responders clear the area.

Please plan ahead when picking up students. These security steps are now in place to insure the highest possible level of security in our schools. Please note that students will not be called from the playground area.

Art, Music and Physical Education Programs

Art Education

Students will explore and learn through a variety of visual art mediums. Our teacher will work with all grade levels to examine and encourage art techniques, self-expression and selected areas of art history. Art will be exhibited all year long, including the Visual Arts Showcase for grades 2 and 4.

Music Education

Students learn through a variety of mediums including music. Our teachers work with the music specialist to integrate voice, instruments, and fundamentals of music into the curriculum. Musical presentations will be scheduled during the year, for grades K, 1, 3 & 5.

Physical Education

Physical Education is the part of the curriculum that encompasses all three domains of learning: (1) psychomotor, (2) cognitive, and (3) affective. P.E. activities are designed to encourage participation, cooperation, sportsmanship, and confidence. The goal of P.E. at EHES is to foster the appreciation of, and participation in, a lifelong healthy lifestyle.

To ensure a positive P.E. experience at Enchanted Hills, the following list of expectations should be adhered to:

- Students should conduct themselves in a safe manner.
- Students must wear tennis shoes that lace and tie on top of the tongue. Shoes must keep feet secure.
- Students must listen to and follow directions.
- Students should demonstrate appropriate sportsmanship and team cooperation.
- Students are expected to perform to the best of their abilities.

Attendance

Research shows a high correlation between excellent student attendance and high student achievement. Good attendance is fundamental for both social and academic growth. Each day your child misses school, he/she misses valuable instruction, which is difficult to make up, and leaves gaps in the educational progress. You must get your child to school on a time every day. (See District Policy 300).

New Mexico's Children's Code provides that a child who has ten or more unexcused absences is a "child in need of supervision" by the youth authorities. State law requires the schools 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.

In keeping with that obligation, the Board of Education/Superintendent prescribes the following rules for school attendance:

- a. A parent or legal guardian must telephone the school attendance line (891-8526 ext. 1) by 9:30 A.M. *each day* your child will be absent and state the reason for the absence. Calling the attendance line will ensure your child's attendance is accurately reported. If a student is absent and parents have not contacted the school, the school will make a reasonable attempt to contact parents before the end of the day (safe arrival program).
 - b. If parents have not called to report the student absent, upon returning, the student must present a signed, dated note from his or her parent or legal guardian – to the office – stating the reason for the absence.
- 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 (**with documentation**):
 - Doctor's Appointment
 - Illness
 - Death in the family
 - Family emergency
 - Religious commitment
 - Diagnostic testing
 - School sponsored activity
 - Extenuating circumstances, as agreed to by the school administration – **in advance**
 - Vacations during the year are discouraged. All assignments may not be available for makeup due to labs or class activities. If a situation does arise, all requests for a possible excused absence must be approved, 48 hours ahead of time, by an Administrator. Attendance and the student's academic level will be considered in making the decision.

1. A student with an excused absence shall be given a reasonable time by his/her teacher to make up the work missed during the absence. A student with an unexcused absence is required to make up the work missed; however, a penalty of up to one letter grade may be assessed. (If homework is requested for an absent child, by 9:30 A.M., the work may be picked up at the end of the school day, at 4:00 P.M., in the office.) Failure to pick up requested homework may result in loss of special homework request privileges.
2. All students are expected to make up work that may be available due to excused or unexcused absences. Failure to make up missed class work and assignments will affect the student's reportable grades. (A student's ability to earn grades and credit is affected by attendance, i.e. class participation, teamwork, performance-based classes like music, etc.)
3. If a student is absent for **three successive** school days and his/her parent or legal guardian has not contacted the school, the teacher, the principal or her designee, shall contact the parents or legal guardian by telephone or in person to give notice of the student's absence to learn the reason for the absence.
4. If a student accumulates **three (3) unexcused absences** during a semester, the school administration, or his or her designee, shall notify the parents or legal guardian in writing, by certified mail or personal service. This letter will provide the parent or legal guardian with the provisions of the Compulsory Attendance Law. The parent or legal guardian of the student must contact the school regarding the student's absence. Appropriate consequences will be assigned for unexcused absences.
5. If a student accrues any additional unexcused absences, not to exceed a total of **ten (10) unexcused absences**, the student may be reported to the Probation Services Offices of the judicial district in which the student resides for an investigation of whether the student should be considered a neglected child or a child in need of supervision, and thus subject to the provisions of the Children's Code.
6. Students with **excessive excused absences (10 days at elementary schools)** within two (2) days of returning to school must bring supportive documentation (doctor's note, etc.) for each absence. Extended absences due to medical reasons should be reported to the school health office. Failure to comply will be considered unexcused absences. (RRPS POLICY # 305)
7. Enchanted Hills Procedure: If your child is absent for 3 or more days, due to illness, please contact the school to meet with an administrator and the school nurse. We will set up a program to assist your child with the transition back to school.

Daily Schedule-Monday, Tuesday, Thursday and Friday

8:50 A.M.	<u>Students may not be dropped off prior to 8:50 A.M.</u>
9:00 A.M.	Warning Bell
9:05 A.M.	Classes Begin (Students who come to school after 9:05 are tardy and will need to be escorted and signed in at the front office by a parent or guardian.)
11:00-11:25	Kindergarten Lunch
11:25-11:45	Recess
11:20-11:45	Second Grade Lunch
11:45-12:05	Recess
11:40-12:05	First Grade Lunch
12:05-12:25	Recess
12:00-12:25	Fifth Grade Lunch
12:25-12:45	Recess
12:20-12:45	Third Grade Lunch
12:45-1:05	Recess
12:40-1:05	Fourth Grade Lunch
1:05-1:25	Recess
4:00 P.M.	Dismissal (<u>Wednesdays 12:45</u>)

Daily Schedule-Wednesday-ONLY

8:50 A.M.	<u>Students may not be dropped off prior to 8:50 A.M.</u>
9:00 A.M.	Warning Bell
9:05 A.M.	Classes Begin (Students who come to school after 9:05 are tardy and will need to be escorted and signed in at the front office by a parent or guardian.)
10:40-11:10	Kindergarten Lunch
11:00-11:30	Second Grade Lunch
11:20-11:50	First Grade Lunch
11:40-12:10	Fifth Grade Lunch
12:00-12:30	Third Grade Lunch
12:15-12:45	Fourth Grade Lunch
12:45	Dismissal

Tardies/Early Pick-Ups

The first few minutes of a school day set the tone and focus for the day. To ensure your child the best opportunity for a good education, be certain that he/she arrives to class on time. Students who arrive late to class cause disruption to the educational process. A child arriving after 9:05 a.m., without confirmation of a medical appointment, is considered unexcused tardy. ***When a child arrives late or leaves early, the parent or authorized person must sign the child in/out through the office.***

*After three unexcused tardies the parents will be contacted by an administrator. (See Compulsory School Attendance Responsibility 22-12-2)

Taking students out early is an obvious disruption of their educational opportunity. Research on effective schools indicated that classroom interruptions detract from teaching and learning. Parents can help by not asking the office to deliver messages/items to students during the school day. Please leave a message at the teacher's extension if dismissal plans change, to be sure your child knows how he/she is getting home. **IMPORTANT: NO ONE CAN PICK UP THEIR CHILD/CHILDREN BETWEEN 3:30PM-4:00PM ON MONDAYS, TUESDAYS, THURSDAYS, OR FRIDAYS OR BETWEEN 12:15PM-12:45PM ON WEDNESDAYS. YOU WILL NEED TO WAIT UNTIL DISMISSAL TO PICK UP YOUR CHILD. NO EXCEPTIONS.** Please make every effort to schedule appointments around your child's school hours, or perhaps on Wednesday afternoons after school hours. It is a parent/guardian responsibility to keep all registration information current. Students will only be released to those guardians listed on registration cards. ID is required to pick up students – only from the office.

Phone Messages

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. Of course emergencies will come up and messages will be delivered to students and staff until 3:00 P.M. and 12:00 P.M. on Wednesdays. Thank you for your cooperation.

Before and After School Programs

EHE offers the SAFE before and after school program as an affordable service on our campus for working parents from 6:45-9:00 A.M. and from 4:00-6:00 P.M. Monday, Tuesday, Thursday and Friday, and on Wednesdays from 6:45-9:00 A.M. and from 12:45-6:00 P.M. For more information please request a brochure from the front office, visit the web page, or call (505)891-8526 ext.201.

Behavior Expectations

Learning and teaching occur best in school climates that are positive, orderly, courteous, and safe. The goal at EHE is to help children to learn to be responsible for their actions as they practice skills that support their success. Components of our school plan include clearly stated rules, logical consequences for inappropriate choices and recognition of positive behavior. In an effort to accomplish this goal, we have developed a school-wide behavior expectations grid and follow the RRPS progressive discipline guideline (*see appendix*).

We will teach the expectations and criteria on the following two pages at school. We ask for your support in familiarizing your child(ren) with them at home.

Teachers will first use steps to warn a child to help correct behaviors in the classroom. If a child continues to disrupt the class or the behavior is severe, the discipline will be handled by the administration. Students may lose recess and sit out their time, participate in community service or spend time in the administrative office or another classroom. The following steps will be taken for the behavior plan:

Internet Access

Enchanted Hills Elementary School has access to the Internet. The Internet is a vast source of information for teachers and students. Before a student is allowed to access the Internet, parents and students will be required to read, sign and return the **Rules for Appropriate Use** form during each school year, via online form. Parents may decline to allow their child access to the Internet.

If a student uses the Internet without permission or in an inappropriate manner, consequences will apply, Including;

- Warnings given, parents notified.
- Access to the Internet denied for the remainder of the year.
- Other disciplinary actions including suspension from school.

**RESPECTFUL
RESPONSIBLE
READY TO LEARN!**

We have the highest expectations for student behavior in the learning process. The table below lists our basic expectations:

	Everywhere / All the time	Recess	Library	Hallways / *Walkways	Restrooms
RESPECT	<ul style="list-style-type: none"> *Respect school and personal property *Follow adult directions *Display good manners *Use appropriate language 	<ul style="list-style-type: none"> *Follow adult directions *Include others in games *Be a good sport *Play games in designated areas *No morning ball games 	<ul style="list-style-type: none"> *Use quiet voice *Use sticks properly *Sit properly *Walk in library 	<ul style="list-style-type: none"> *No talking *Follow adult directions *keep your hands to yourself 	<ul style="list-style-type: none"> *Respect the privacy of others *Keep clean *Use quiet voice
RESPONSIBILITY	<ul style="list-style-type: none"> *Walk at all times *Put forth best effort *Sit and play in designated areas 	<ul style="list-style-type: none"> *Play in designated places only *Use equipment properly *Follow game rules *Use restroom and drinking fountain near gym 	<ul style="list-style-type: none"> *Take care of your books *Return books on time 	<ul style="list-style-type: none"> *Walk *No talking *Walk on the third tile 	<ul style="list-style-type: none"> *Flush *Wash your hands *use towel dispenser correctly
READINESS	<ul style="list-style-type: none"> *Be on time *Have all materials 	<ul style="list-style-type: none"> *Walk to and from playground *End all activities when bell rings 	<ul style="list-style-type: none"> *Follow check-in and check-out rules 	<ul style="list-style-type: none"> *Walk directly to where you're going on sidewalks 	<ul style="list-style-type: none"> *Return immediately to your line or classroom

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	Specials	Computer Lab	Lunch Area	Bus/Drop-Off and Pick-Up Areas
RESPECT	<ul style="list-style-type: none"> *Raise your hand to ask questions or comment *Don't waste time with inappropriate behavior *Appreciate and encourage the effort of others 	<ul style="list-style-type: none"> *Do not eat or drink near the computers *Treat equipment carefully *When finished with the equipment, put everything away including headphones and cables 	<ul style="list-style-type: none"> *Use a quiet voice *Display good table manners *Be patient while waiting your turn in line 	<ul style="list-style-type: none"> *Use quiet voices *Stay in your designated area *Be ready, don't make others wait on you *Follow adult directions *Stand away from the curb in the front area *Wait for cars to pull forward and STOP
RESPONSIBILITY	<ul style="list-style-type: none"> *Use equipment properly *Be where you need to be *Watch for the safety of yourself and others 	<ul style="list-style-type: none"> *Stay on task- Do not go to programs or web pages you have not been instructed to use 	<ul style="list-style-type: none"> *Clean up your own mess *Walk to and from lunch tables 	<ul style="list-style-type: none"> *Follow all bus rules *Watch for the safety of yourself and others
READINESS	<ul style="list-style-type: none"> *Walk directly to designated place *Participate *Do your best 	<ul style="list-style-type: none"> *Put both feet on the floor, face the computer, and sit up straight 	<ul style="list-style-type: none"> *Stay seated at the tables and in the line until dismissed 	<ul style="list-style-type: none"> *Walk quickly and quietly to designated places *Be ready to go

Birthdays

Should you wish to celebrate your child's birthday with his/her class, please call the teacher several days ahead of time so the teacher may schedule the activity. In class students are recognized in special ways such as a song, stickers, certificates, etc. **Many children have food, plant and latex allergies. We are a latex free campus.** We highly recommend individualized servings of healthy snacks.

Bullying

Hazing/Harassment/Intimidation/Bullying/Menacing are very serious behaviors and are dealt with in a serious manner. For more information please see District Policy 338 on the district website-rrps.net or speak to an administrator at our school.

*See Appendix for District Policy 338

Bus Discipline

The school bus is an extension of the school campus. All school rules and regulations must be followed. Students will lose their privilege of riding the bus if they do not follow the district bus riding rules. Temporary suspension or permanent suspension of bus riding privileges will be the consequence for continued student misbehavior. Please refer to the RRPS Department of Transportation.

Cafeteria

The cafeteria provides a well-balanced meal for a reasonable cost. Free and reduced price meals are available to those students who qualify. Applications, to be completed by the parent, are available in the main office. Students who bring a sack lunch may purchase milk or juice. All students are asked to keep the cafeteria clean by depositing litter in the appropriate containers. Please remember that food may only be eaten in the cafeteria.

Students who lose their lunch money may charge a lunch tray but must pay the cafeteria on the following day. No more than two consecutive charges may be made. If charges are not paid, the student will not be allowed to charge in the future, but will be provided with a sandwich and milk instead. Parents may purchase a block of meals (until 10:00 a.m. daily) in advance from the cafeteria manager. Please consider paying in advance so the lunch line moves quickly. ***Parents may also pay for meals online with a credit card at www.mymealtime.com.***

*Meal prices as of printing date are: **(May be subject to change after publication)**

Breakfast: Student Full Price: \$1.30 Reduced Price: \$.30 Adult: \$1.65

Lunch: Student Full Price: \$2.60 Reduced Price: \$.40 Adult Visitor: \$4.00 Child Visitor: \$2.60

Staff: \$3.50 Milk: \$.60 Juice \$.40 Water with meal: \$.50 Water without meal: \$.75

Entrée with meal: \$1.35 Entrée without meal: \$1.75

Communication

EHES publishes a parent newsletter twice a month. Events, policies, newsletters and calendars are posted on our website: www.rrps.net. Please contact these areas as well as individual teacher websites to stay current on the many events at EHES. Parents must enroll in School Messenger-an online link to your child's school activities.

Counseling/Ancillary Staff

Enchanted Hills Elementary has a full-time school counselor and a part-time social worker. Our counselor and social worker work closely with parents, teachers, administration and various other community agencies to provide guidance regarding students' personal, social, and academic concerns (including program planning). The counselor and social worker are key to our Behavior Expectation Plan in helping children learn to make the correct decisions on the playground, in class and in the school.

Parent conferences are an integral part of the counseling services at Enchanted Hills. Counselors, teachers, and/or administrators are available for conferences with parents and students regarding students' progress. Parents, classroom teacher, counselor, and administrator may initiate conferences. The student may be asked to be present at the parent conference, with the intent that it can be a learning experience.

Dress Code and Standard of Decency-RRPS (Enchanted Hills Elementary)

*Please refer to RRPS Dress Code Policy located in back of handbook.

Electronic Devices

Items such as radios, iPods, MP3 players, laptop computers, game systems, miniature televisions, or any similar devices are not allowed on campus during school hours. Cell phones are permitted on campus but must remain off and in backpacks. Use of electronic devices in violation of this policy shall result in the confiscation of the electronic device. On the first offense, the student may recover the electronic device from the school's administrative office at the end of the school day. After the second offense, the student's parent/guardian shall be notified that the student has twice violated this policy and that the parent/guardian must recover the electronic device from the school's administrative office. After the third offense, the electronic device will be confiscated for the remainder of the school year. Electronic devices that are not recovered at the end of the school year may be disposed of by the District. A student who violates this policy more than two (2) times during the school year may also be subject to discipline under District Policy 336 for engaging in willfully disruptive conduct. EHES will not be responsible for the loss or damage of any personal electronic device confiscated from a student pursuant to this policy.

*See Appendix for District Policy 370

Emergencies

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/guardian will be responsible for any charges. The Rio Rancho Public School System will not be held responsible for any fees incurred. **It is critical that all information is current on your child/children's InfoSnap**

Account. The Emergency Card on file in the school office lists whom you want contacted in case of an emergency. **It is required that parent or guardian provide at least one other emergency contact. If no alternate contact is given, school personnel may contact RRPD, SCSO and/or Children Youth and Families. Please keep all contact information current to prevent any delay in notification.**

In the event of a District wide or school emergency please reference the Emergency Procedure Guide in the Appendix.

Field Trips

With your help in fundraising, the PTO provides busing for two field trips for each class. Field trips are an important part of the educational process and are an enriching extension of classroom studies. Chaperones are valued and appreciated. Only a limited number of chaperones can be accommodated for each field trip. The number will be determined by the classroom teacher.

Please note:

- The school wide discipline policy is in effect on all field trips.
- Students may not participate in a field trip unless a parent permission form has been signed by the parent/guardian and returned to the school. Due to the legal implications involving liability, oral permission over the phone is not an acceptable substitute for the signed parent permission form
- Field trips must be an extension of classroom learning and be educational in nature.
- School buses must be used – no private owned vehicles.*

(*Medical exemptions must be arranged prior to the field trip. Failure to have medical exemption will result in an unexcused absence.)

- Chaperones must be at least 21 years old. The only exception to this is a parent who is under 21.
- Chaperones must be approved RRPS volunteers, and wear their ID on the day of the field trip.
- Supervision of students begins and ends at the school campus. Chaperones are expected to check in at the school prior to departure for the field trip and check out once all students are accounted for after the field trip.
- Chaperones need to comply with the District dress code and are encouraged to dress appropriately for the activity.
- Chaperones are not allowed to bring other children on the field trip so that the students have the chaperone's undivided attention.
- Chaperones cannot be under the influence of alcohol, and tobacco products cannot be used during the field trip.
- A chaperone may not search students or their belongings. If the chaperone suspects a student is carrying contraband, she/he should alert an activity sponsor immediately.
- Field trips are an extension of the classroom; therefore, students are expected to follow the school rules while participating in an off-campus activity.
- Attendance on field trips is the same as attendance at school. Students must remain with their class throughout the field trip in order to be considered present. Signing students out while on a field trip is highly discouraged, and may result in an unexcused absence.
- If any student present a discipline problem during the day, inform the activity sponsor immediately. Give the sponsor the name of the student and describe the inappropriate behavior.
- The transportation of students to a school-sponsored activity trip in privately owned vehicles is prohibited.
- If the activity involves a bus trip, chaperones must be seated throughout the bus to help maintain safe bus behavior by following bus procedures.

- Chaperones must follow the itinerary as set out by the sponsor.
- Chaperones need to remain with their assigned group for the entire field trip activity.
- *Parent/visitors who are not approved chaperones are not permitted to join school groups on field trips. Additionally, they may not remove students from their assigned field trip group without checking the students out resulting in an unexcused absence.*

Hall Passes

Hall passes are required and must be used by students anytime they leave the classroom or playground area.

Health Room Procedures and Guidelines

The health room is a facility where sick or injured students are triaged, assessed, treated and/or referred for further treatment. It is staffed with a State Department of Education licensed school nurse and a health assistant.

All efforts will be made to return a student to class if deemed appropriate by the health office staff. A student may be considered a candidate for exclusion from school or from the school bus at the discretion of the health room staff. Reasons for exclusion from school or bus may include, but are not limited to: vomiting, diarrhea, fever of 100 degrees or greater, significant injury, or symptoms not responding to treatment. **Children may not return to school until they are free of the above symptoms for 24 hours without the aid of symptom reducing medications such as Tylenol or Ibuprofen.**

All medication will be dispensed according to the Rio Rancho Public Schools medication policy and procedure:

1. Prescription medications will be dispensed in the health office when accompanied by a completed Medication Authorization form, and the medication is in its original pharmacy labeled container.
2. In the case of over-the-counter medication (which includes cough drops), the parent will provide the medication in an original sealed container and complete an "Over the Counter" Medication Authorization form.

A complete copy of this Policy and Procedure can be obtained via the internet at www.rrps.net or at your child's school health office.

Students who are placed on antibiotics by their physician must remain at home for the first 24 hours of therapy.

In the case of a serious illness or accident, every effort will be made to contact the parent or guardian. Parent and/or guardians are responsible for updating the emergency card if there are any changes during the school year. If the student's condition appears to be an emergency, the Rio Rancho Emergency Medical System (911) will be called. The decision to transport a student to a local health care facility will be made by the Emergency Medical Staff, unless the parent or guardian is present.

Lost and Found

The lost and found is located in the multi-purpose room. Please check the lost and found as soon as possible after having lost an item. **Labeling** items increases the chance that items will be reclaimed. Any unclaimed items are donated to a clothing bank at the end of each month. ***Please make sure that your child's items are clearly marked with their first and last name.*** This will help us return any lost items. We discourage children bringing toys to school. *The school accepts no responsibility for lost clothing or personal items.*

Parent and Community Support

Enchanted Hills Elementary is fortunate to have a very active Parent Teacher Organization to assist students, families, and staff in reaching their goals. For more information and contact number, please refer to the PTO information at the beginning of this handbook.

In addition, EHE is also supported by School Leadership (SLC/Advisory Council). Members on the councils will represent the various constituencies in the school. The council meetings are always open and teachers, parent and community members are welcome to attend. Call the office at (505) 891-8526.

Personal Possessions

Please encourage your children to leave their personal possessions/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. Staff members will confiscate items that are brought to school, and parents will need to pick them up in person within 48 hours. **The school is not responsible for lost or stolen items.**

The following are some but not all of the items that students may not use at school: fidget spinners, electronic items of any kind to include, but limited to cell phones, cell video phones, video machines, electronic games, videos, radios, MP3 Players, pagers, headphones, laser pointers, cameras; as well as weapons or look alike weapons, squirt guns, chains, trading cards, permanent marking pens, valuable objects, matches, lighters, cigarettes/tobacco, illegal or unauthorized drugs, and any items that are dangerous to the health and safety of other children or adults on our campus. All prescription and OTC-Over the Counter medication (including cough drops) must be taken to the Nurse's Office. Skateboards, roller blades/skates, in-line skates, *Heelys are not permitted.*

Any student searches for contraband materials will be done in accordance with District policy 339 (*see Appendix*). State law allows student, personal property (bags, backpacks, purses, etc.) to be searched based on reasonable suspicion that a student is in possession of illegal or unauthorized materials. Parents/guardians will be notified that the search was done, the reasons, and results of the search.

The school is not responsible for confiscated materials. All items confiscated throughout the year must be picked up no later than 48 hours of notification. Any item not picked up will be donated to charities or discarded. Confiscated weapons look alike weapons, and illegal drugs/tobacco will not be returned to parents/guardians. District policy and state law will be followed in reporting these items.

Pets on Campus

Schools are for people. Even the most wonderful pets can pose a threat to students. They may bite, scratch, or cause severe allergic reactions. Special exemptions must be made in advance with administrative approval. Service animals and therapy dogs are approved.

Phone Numbers

Enchanted Hills Elementary: (505)891-8526
EHE FAX: (505)892-9809

Menu Selections:	Attendance	1	Counselor	5
	Nurse	2	Social Worker	6
	Cafeteria	3	Site Specialist	7
	Library	4	PTO	8

RRPS—District Office (505)896-0667
RRPS—District Office FAX (505)896-0662
RRPS—Transportation Office (505)338-0078

(All contact information available on our website: www.rrps.net (Click on EHE).

Playground

Parents and siblings of EHE students are not allowed on any playground areas from 8:00 A.M.-6:00 P.M.

Recess

All elementary children go outside to play and are expected to follow playground rules, and stay in designated areas. Help your child enjoy outdoor breaks by dressing them appropriately for the various types of New Mexico weather and conditions. Please label clothing in the event the items are found on the playground. **Students will not be called from recess. Please make arrangements to pick up your child outside of recess time.**

P.M. Recess

2:40-3:00	Kindergarten Classes
2:25-2:45	First Grade
2:00-2:20	Second Grade
2:40-3:00	Third Grade
3:20-3:40	Fourth Grade
3:00-3:20	Fifth Grade

Emergency Card

For the safety of our students and the district policy requirements, it is imperative that student information remain updated via InfoSnap and the Emergency Card. In the event of a change of address, telephone number or changes in health issues, please notify the school immediately and update information on-line. Student will only be released to those listed on the card. **ID is required to pick up students.**

Report Cards & Parent Conferences

Rio Rancho Public Schools reports student progress in a trimester system.. Elementary students have scheduled conference times with each teacher two times during the 2017-2018 school year. . Your child's teacher will be looking forward to discussing student academic success with you, so please plan to attend. Report cards will be sent home on dates determined by RRPS District Office and our School Board.

We encourage parents to contact their child's teacher at any time regarding academics or other concerns. Teachers may be notified via email but will call or schedule a meeting to discuss concerns.

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, Theresa Golden-Griffin, at the Rio Rancho Public Schools District Office, 500 Laser Rd. NE, Rio Rancho, NM 87124, (505) 896-0667.

The site 504 coordinator for EHES is Judy Reynolds. To speak with her please call 891-8526, ext 119.

Selling Items

Students may not sell any items on school grounds. This may lead to the disruption of the educational process.

Special Education Services and Supports

The following support services serve children who have been identified through the Special Education Department and who have qualified for an Individualized Education Plan (IEP).

Speech and Language Therapy:

Speech and Language Pathologists work daily with our children who have qualified through an IEP to receive speech and language therapy.

Occupational/Recreational and Physical Therapists:

These therapists work with children who have qualified through an IEP for occupational, recreational and physical therapy services. Generally, these therapists work with students who have been identified with motor, visual, sensory or other identified needs.

Gifted Program:

Students who have been identified through an IEP as being gifted will be able to participate in our gifted seminar program with our teacher of the gifted (PACE program).

Student Placement and Class Change Policy

The goal of Enchanted Hills Elementary is to provide the best learning environment possible for your children. Many hours are spent carefully placing student into classes. This is done by teachers with input from the site specialist, support staff, and administration. Finally, teachers are assigned to classes of students by administration. Teachers do not assign students to teachers. Please do not ask teachers to recommend another teacher for the following year. You may discuss any concerns with the principal. The following is a list of the criteria we use:

- Equity in classrooms with gender, academic ability, special needs, and behavior considerations.
- Separating children who do not get along.
- Class programs such as inclusion, bilingual/EL, teaching style, etc.

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 a minimum of two conferences to address the concerns of parent and/or teacher.
- Parents and classroom teacher must agree another placement is what is best for the student. Please note that in that event, placement will be determined by administration, neither parents nor staff may request transfer to a specific teacher.

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

- If a change should be made.
- If the Student Assistance Team needs to help with strategies.

Student Support Services

Enchanted Hills offers student support programs that enables students to make powerful contributions and gain important life skills and training. In addition, we have a Student Assistance Team made up of teachers and support staff that work together to recommend interventions for individual students. The Multi-Disciplinary Team has been very effective in meeting the individual needs of students who require additional interventions. Parents are always invited to participate in each of these team meetings.

Student Records

RRPS maintains the following education records directly related to students.

- A.
 1. Academic records
 2. Personal information records
 3. Disciplinary records
 4. Attendance records
 5. Health records
 6. Progress record
 7. Standardized testing records.
- B. Access to individual education records is limited to:
 1. Parents of students under 18
 2. Parents of students over 18 if such student is a dependent as defined in the Internal Revenue Code
 3. Students
 4. Officials of this school district who have a legitimate educational interest
 5. State and local officials to whom information is required to be reported
 6. Certain testing organizations
 7. Accrediting organizations
 8. Appropriate persons in connection with an emergency
 9. Pursuant to subpoena or court order
 10. To any person with the written consent of the parent of students under 18 or the student over 18;
 11. To a school or schools in which a student seeks or intends to enroll.
- C. RRPS policy requires that educational records be kept to an essential and relevant minimum. Records are reviewed at the end of each school year, and non-essential or irrelevant material is

deleted.

- D. RRPS policy limits the right of access to education records to the persons and under the circumstances indicated in paragraph B, above. RRPS policy requires that copies be made available to persons entitled to copies at the cost of 25 cents per page. RRPS policy provides individuals the right to challenge the contents of records. If records contain information on more than one student, the right to inspect relates only to that portion of the records concerning the particular student in question.
- E. Student directory information may be released without prior consent unless the parent or student informs the principal within a reasonable period of time that any or all of the information should not be released without prior consent. Directory information includes:
 - 1. The student's name;
 - 2. Grade in school;
 - 3. Name of school;
 - 4. Eligibility and participation in officially recognized activities, including but not limited to fine art exhibits, performing arts programs, other performances, graduation programs and sports events;
 - 5. Weight and height of members of athletic teams;
 - 6. Honors and awards received;
 - 7. Yearbooks;
 - 8. Identification in visual media, including photographs, videotapes, and video images, depicting school programs or activities

Questions regarding educational records should be directed to the principal of the school the student is attending. (RRPS Policy #326)

Substance Abuse Policy

It is the position of the Rio Rancho Public School that a caring environment is essential in preventing students from becoming involved with harmful substances. Therefore, students in Rio Rancho Public School 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 because substance use and/or abuse may lead to problems that interfere with school behavior, learning and achievement. 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 prohibits students from using, possessing, distributing or trafficking 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.

Telephones

Please keep in mind that the office telephones are for business and not for student use except in emergencies. *Parents should not phone the office to relay messages except in emergency situations.*

Unless it is an actual emergency, students will not be taken out of class to receive calls. Make all arrangements with your child with your child prior to the school day. The deadline for non-emergency calls is 3:00 (12:00 on Wednesdays). Students will not be pulled out of class the last 30 minutes on any day.

Title 9

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

Transcripts/School Records

Transcripts/school records will be released to the proper school authority upon receipt of a valid record request release form. School records will be sent directly to the child's next school upon request of records from that school.

Volunteers

The Rio Rancho Public School District requires all volunteers to complete a RRPS Background clearance process. This is to help ensure the safety of our children. This process must be completed and cleared before any person can volunteer or attend a field trip at EHES. A minimal processing fee will be collected at District Office. The RRPS policy 292, requires this information to be completed, cleared, and on file before volunteers may help in the class or participate on a field trip. Parents may apply for multiple RRPS schools and must obtain Principal approval from each school.

If you think you may be volunteering at any time this school year (either in the class, library, field day, field trip, etc.) please go online to complete the background clearance process as this will need to be completed, and cleared before you are permitted to volunteer or chaperone at EHES.

We welcome and encourage parent and community volunteers. We are asking that you schedule – *in advance* – with the teacher to identify a mutually agreed upon time. This will help teachers plan for volunteers in the class and help the office be aware of volunteers in the school. Siblings are discouraged from attending the classrooms during parent volunteer time. This allows volunteers to focus on the class activities and students in the class.

All volunteers must sign in at the office and pick up a pass. This is a state statute for all schools in New Mexico.

Weapons Policy

The Rio Rancho School Board has adopted a Zero Tolerance Weapons Policy to protect students and staff in our schools. Rio Rancho Public Schools must comply with the Gun Free Act or risk losing federal funds. The Federal Government requires our district to prevent anyone from bringing guns to school and requires schools to expel students for one year for carrying guns. Therefore, we are asking for help from the entire community as we commit to keeping weapons, look-a-like weapons, or any other weapon that is

a danger to students out of our schools. In the event that this may occur, Enchanted Hills will contact the Rio Rancho Department of Public Safety. Our school policy is simple; no weapons of any kind are allowed at school or on the bus at any time or at any school event. Our intent is to make our school a safe place for all.

Withdrawals/Transfers

A student who is withdrawing/transferring from Enchanted Hills must complete the following procedures (several days advance notice is necessary):

- *Have parent/guardian permission.
- *Pick up a withdrawal form from the office.
- *Return all textbooks to the teacher or librarian.
- *Have the teacher and librarian sign the form.
- *Pay all fines and cafeteria charges.
- *Have assigned authorities sign withdrawal form.

Closely following these procedures will help you avoid problems registering at your child's new school.

A withdrawal/transfer cannot be completed until all textbooks, library books, and cafeteria charges have been paid/resolved. We will forward student files to the new school as required by law. Copies of files are discouraged and are subject to a 25¢ per sheet copy fee. 24 Hours advance notice is required for copies.

Appendix