

# Parent/Student Handbook

The pride of the past  
The hope of the future



Los Ranchos Elementary School

2017-2018

7609 4<sup>th</sup> Street NW  
Village of Los Ranchos, NM  
898-3511-Office

Craig Robinson  
Principal

## MISSION STATEMENT

The mission of Los Ranchos Elementary School  
is to collaborate and communicate to provide meaningful,  
standards-based curriculum in a positive, nurturing environment.

(Revision at the start of SY17-18 may occur- check school website for latest Mission Statement)

# Welcome To Los Ranchos

The Los Ranchos Elementary School staff welcomes you to the 2017-2018 school year. We are looking forward to a productive and successful school year for our students, staff, and families.

Student success is greatly influenced by a cooperative working relationship between the home and school. An invitation is extended to all of our Los Ranchos families to become involved with our school and your child's education.

The Pride of the Past

The Excellence Continues

The Hope of the Future

# Table of Contents

Abbreviated Day Schedule.....	6
Academic Improvement Plans/SAT.....	19
ADA and Section 504.....	21
Arrival Time.....	5
Attendance/Tardy Problems.....	6
Bilingual Program.....	7
Birthday Policy.....	7
Bus.....	7
Cafeteria.....	8
Conferences.....	8
Counseling Services.....	8
Dismissal Time.....	5
Educational Neglect Process.....	8
Emergency Procedures.....	9
Field Trips.....	10
Homework.....	10
Insurance.....	11
Internet Acceptable Use Policy.....	11
Leaving School Early.....	13
Lost and Found.....	13
Non-APS Agencies.....	14
PTO.....	14
Physical Education.....	14
Pick-Up and Drop-Off.....	14
Recess.....	15
School Boundary Lines.....	15
School Dress.....	15
Sickness and Accidents.....	16
Standards of Conduct.....	17
Telephone Numbers.....	5
Telephone Usage and Messages.....	18
Testing.....	19
Textbooks and Library Books.....	19
Toys and Valuables.....	19
Transfers.....	19
Volunteering.....	21
Website.....	22
School Calendar.....	23

## TELEPHONE NUMBERS:

Principal-Craig Robinson	898-3611 Ext. 56305
Secretary-Ana García	898-3611 Ext. 56301
Clerk-L. Cristina Manary	898-3611 Ext. 56300
Nurse-Tony Sullivan	898-3611 Ext. 56325
Health Asst. Sally Watson	898-3611 Ext. 56325
Counselor-Lucinda Ortega	898-3611 Ext. 56320
Special Education Cross Cat.	898-3611 Ext. 56366
Special Education SSCS	898-3611 Ext. 56366
Attendance	898-3611 Ext. 56396
Cafeteria-Christine Urioste	898-3741
Fax	898-2080

## ARRIVAL TIME

Students should be on the school grounds by **7:48 a.m. for the first bell**. Students not at their desk by the **second bell at 7:53 a.m.** will be considered **tardy**. **Students who are tardy MUST be checked into the school in the office by a Parent/Guardian.**

Los Ranchos students are **NOT** allowed on the school grounds before 7:30 a.m. This is for your child's protection. There is **no supervision on the playground until 7:30 a.m.** Students are not to be in the building until the first bell, except to eat breakfast in the cafeteria. In case of bad weather, students are to go directly to the cafeteria.

The cafeteria serves breakfast from 7:30-7:48 a.m.

Children need to be assisted to develop the habit of being on time. Students who continually arrive late for class miss instructional time. Tardiness interrupts the education of the class. Please help your child develop the habit of being on time.

## DISMISSAL TIME

Parents who choose to pick up their children after school need to do so **promptly** at dismissal time (**2:00 p.m.**) Students may not stay and play on the school grounds after school. Our staff uses the time at the end of the day for conferences, meetings, and professional development. Students must be picked up in the parent pick-up area on the west side of the school grounds. The district considers it to be neglect when students are left after dismissal at the school often. We offer after school programs. Please contact our office for more information. Please do not arrive to pick up students from their classrooms after 1:50 p.m- there is a good chance that they will

not make it to the office before the bell rings. Teachers need 15 minutes to prepare students for dismissal.

### **ABBREVIATED DAY SCHEDULE**

Two-hour delay during bad weather for Los Ranchos students only:

#### **GRADES K-5**

- **Classes begin at 10:00 a.m.** (Buses pick up students two hours later than the usually scheduled time.) The first bell will ring at 9:55 a.m.
- Breakfast is not be served.
- Lunch will be served.
- Classes will be dismissed at 2:00 p.m.
- Students are not to be on campus before 9:40 a.m. The campus may be icy in spots and we will not have adult supervision until 9:40 a.m.

### **ATTENDANCE/TARDY PROBLEMS**

- A. (APS Instructional Procedural Directive Elementary Section—Page 3a) **Daily attendance** is mandatory for students to benefit to the fullest from the instructional program. The district recognizes that there are situations that dictate a student's absence. Therefore, in accordance with district guidelines, absences may be excused for the following reasons:
1. Doctor appointment
  2. Illness
  3. Death in the family
  4. Family emergency
  5. Religious commitment
  6. Diagnostic testing
  7. Extenuating circumstances, as agreed to by the administration prior to the absence.

**PLEASE CALL THE SCHOOL WHEN YOUR CHILD IS ABSENT. APS DISTRICT POLICY STATES THAT IF YOU DO NOT CONTACT THE SCHOOL WITHIN 2 DAYS, THE ABSENCE WILL BE CONSIDERED UNEXCUSED.**

Students are entitled to make up work within five (5) school days for excused absences. However, it is the responsibility of the student or family to arrange with the teacher(s) for make-up work, tests, etc.

Excessive excused or unexcused absences may result in a recommendation for retention.

An **unexcused absence** is any absence that does not fit into the prescribed district guidelines, is not school-related, or is not reported within two (2) school days of the absence for elementary students.

The Albuquerque Public School District goal is **95% attendance for all students in each grading period. This means no more than 4.5 unexcused absences per student, per semester, is acceptable.**

**B. Punctuality** is very important for students as they learn to become productive citizens in our society. By law, when a student has **excessive tardies**, they may be referred to the APS Children's Court Liaison.

All students should be on the school grounds by 7:48 a.m. for the first bell. If a student is not at his desk ready for instruction at 7:53 a.m. for the second bell, they will be considered tardy.

**ALL ADULTS WHO BRING STUDENTS TO SCHOOL AFTER 7:53 AM WILL NEED TO CHECK THE CHILD INTO SCHOOL AT THE OFFICE. THE ADULT/PARENT WILL SIGN THE STUDENT IN THE ATTENDANCE SYSTEM TO GO INTO CLASS. THE STUDENT WILL NOT BE ABLE TO GO TO CLASS WITHOUT THE SYSTEM TARDY SLIP.**

#### **BIRTHDAY POLICY**

We want to recognize the birthdays of our students. If families want to bring in items to acknowledge a student's birthday, please make sure this is done with little disruption. Cupcakes are a nice way to celebrate as these can be enjoyed during the day when the class schedule permits. Please make arrangements with your student's teacher before your student's special day. Please know that we do not allow siblings or other family members in the class as we need to ensure that all students have an opportunity to learn.

#### **BILINGUAL PROGRAM**

**WE PROVIDE A SPANISH LITERACY COMPONENT TO SUPPORT STUDENTS IN LEARNING TO READ, SPEAK, AND WRITE IN SPANISH.** This class is NOT for all students. The school is running a Heritage language program please consult the school or the APS website for more information on this type of program.

<http://www.aps.edu/language-and-cultural-equity/schools-and-alternative-language-service-als-models>

#### **BUS**

**ALL STUDENTS RIDING ANY BUSES MUST FOLLOW THE REGULATIONS IN THE PARENT/STUDENT TRANSPORTATION HANDBOOK. ALL BUS INCIDENTS NEED TO BE REPORTED TO THE PRINCIPAL. IF A STUDENT RECEIVES A DISCIPLINE**

SLIP ON THE BUS, THE STUDENT MAY BE SUBJECT TO SUSPENSION FROM RIDING THE BUS.

## **CAFETERIA**

All Los Ranchos Students are offered a free lunch and breakfast because we are a 100% free and reduced lunch program school- meaning many but not all of our students qualify for free lunch under federal regulations.

Breakfast is served 7:30-7:48 a.m.

Lunch is served at different times through the day by grade level- check with your child's teacher or the office for times

When children finish their lunches they are able to spend the rest of their lunch time at supervised recess. Students share in the cleanliness of the cafeteria and are assigned duties for cleaning and sharing in the ownership of a clean eating environment.

## **PARENT/TEACHER CONFERENCES**

**FALL- NOVEMBER 20<sup>TH</sup> AND 21<sup>ST</sup> (NO SCHOOL. FULL DAY CONFERENCES.)**

**SPRING- MARCH 8<sup>TH</sup> AND 9<sup>TH</sup> (NO SCHOOL. FULL DAY CONFERENCES.)**

Please call your student's teacher to schedule an appointment when you need to address an issue. Unscheduled appointments during class time deprive students of instructional time.

## **COUNSELING SERVICES**

Los Ranchos has the services of a licensed, certified counselor to assist children, staff, and parents in the social and emotional growth of children.

Counseling for small groups of students and individuals is available, but unfortunately limited. Parents, please call if you feel your child could benefit from counseling support. Your student may be seen up to three times by the counselor before a recommendation is made for outside counseling support.

## **EDUCATIONAL NEGLECT PROCESS**

The following procedure is to be used in the educational neglect process and is issued by the principal and/or district administration when a student has excessive absences or tardies:

1. Pursuant to APS policy, students who have **4.5 or more days of unexcused absences** or have **excessive tardies** are to be referred to the Children's Court Liaison Office.



2. Upon receipt of the referral from the school, the information will be screened and a Notice of Preliminary Inquiry will be sent to the parents. A copy will be sent to the school.
3. Within ten (10) to fourteen (14) days a preliminary inquiry will be conducted at the Juvenile Justice Center. A copy of the disposition will be sent to the school and the appropriated region office.
4. Should a parent fail to appear, a second notice will be sent. Failure to respond to the second notice will result in a referral to the District Court for violation of the Educational Neglect Statute.
5. If a student's attendance pattern does not improve significantly after a preliminary inquiry has been conducted, a second referral to the office is to be initiated.

### **EMERGENCY PROCEDURES**

If there should ever be an emergency at school, the school has an emergency plan to ensure the greatest safety for your child. With the exception of an excessively snowy condition, your child *will not* be sent home early. Your child will be cared for by the school staff at school or other safe location until regular dismissal time, or until you pick up your child.

The school will follow one of two procedures. If the disaster is outside the building (e.g. windstorm, chemical spill, flood, civil unrest), the students will be protected in place at the school or other safe location. The students will stay in the safest place in the school building, and all precautions will be taken to protect your child. If the disaster is inside the building (e.g. fire, gas leak, tear gas explosion), the students will be evacuated from the building. We will stay outside until the building is safe, or we will relocate the students to another school location.

Parents will be notified of the emergency situation by television on **Channels 4, 7, and 13** and by **KOB AM** radio or the **APS Website** [www.aps.edu](http://www.aps.edu). The school will attempt to contact parents by phone. If a parent cannot be reached, we will attempt to reach the designee as listed on the enrollment or emergency card.

When you or your designee comes to pick up your child, you will be required to sign for your child. Staff will request identification of any person they do not recognize. In some situations, you may have to wait until a medical evaluation is completed. Please remember that once 911 responds to an emergency, they (fire, police, paramedics) are in charge of the situation, and the school and parents must follow their directions to the letter.

## FIELD TRIPS

A permission slip, **signed on both sides by a parent**, must be in the hands of the teacher before a child may go on a field trip. If a child forgets the permission slip, he/she will not be allowed to call home for it. Field trips usually require special clothing (comfortable shoes, jacket, etc.) and sack lunches. Please see that your child comes prepared for the trip.

By signing the field trip form, you are granting the sponsor of the trip permission to act on your behalf to authorize hospitalization or medical attention, if needed, for your child. You are also responsible to come and pick up your child at the field trip location should he/she not be able to complete the activity. If you want your child to ride in your private vehicle, you will need to sign a waiver. The child will be allowed to ride in a private vehicle only if the child's parent rides in the same vehicle. Parents must also be fingerprinted if working with students individually. Our PTO has a fund to support families who are not able to afford the fingerprinting fee. Fingerprinting is necessary to ensure the safety of our students. Please contact our office for more information on fingerprinting.

Parents are welcome and encouraged to go on field trips. **Siblings may not be taken on trips.** Consider it a special time with your child in school. If you can't find childcare, there will be other field trips. A student's participation in a field trip is a privilege based on behavior. For the best interest of the child, when appropriate, a parent may be requested to accompany their child on a field trip. This action is taken to help ensure that each child has the opportunity to benefit from the activity in the safest environment.

## HOMEWORK

Children learn best if they have the opportunity to work on some schoolwork at home. The amount of homework your child brings home will vary from each grade level and from each teacher. Teachers assign homework for a variety of reasons, reinforcement of skills taught at school, provide work for a child with need of additional study, or allow a child to complete an assignment not finished in class. We encourage family involvement in a child's education and help a child develop study skills, we also recognize that not all children have supports at home to get help with their homework.

The amount of time to complete homework should be 15 minutes for kindergarteners and incrementally increase in duration when your student is in the fifth grade. We intend 85% of homework to be practice of what has been taught in the classroom with 15% being new information that may have been recently introduced. Our intent is not to frustrate parents when helping children complete assignments. If you find that your student is struggling to complete homework assignments, please contact your student's teacher immediately.

When homework assignments are made, it is very important that these assignments be completed. Children who have a prolonged illness are asked to make up the most essential assignments.

Dial a Teacher is an Albuquerque Federation of Teachers program that connects students and families to teachers who can assist your child with any academic struggles they are having. Call 344-3571 to be connected to a teacher via phone.

### **INSURANCE**

A student accident insurance policy is available to all regularly enrolled students. Forms will be given to you at registration, home visits, or can be picked up in the office. You will be asked to sign the registration card stating that insurance was offered to you.

### **INTERNET ACCEPTABLE USE POLICY**

Internet access is now available to students and employees in the Albuquerque Public Schools (APS).

We are very pleased to bring this access to APS and believe the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

The Internet is an electronic network of networks connecting thousands of computers all over the world and millions of individual subscribers. Students and teacher have access to:

1. Electronic mail communication with people all over the world.
2. Public domain software and shareware of all types.
3. Discussion groups on a multitude of topics ranging from world cultures, the environment, music, and politics to name a few.
4. Access to many University Library Catalogs, the Library of Congress, and ERIC.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. APS has taken precautions to make a "good faith" effort to restrict access to controversial materials. However, on a global network it is impossible to control all materials, and an industrious user may discover controversial information. We, (APS), firmly believe that the valuable information and interaction available on the

worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals for the District.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical, and legal utilization of the network resources.

## **INTERNET-TERMS AND CONDITIONS**

1. **Acceptable Use-** The purpose of NSFNET, which is the backbone network to the Internet, is to support research and education in and among academic institutions in the US by providing access to unique resources and the opportunity for collaborative work. Transmission of any material in violation of any US or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities is generally not acceptable. Use for product advertisement or political lobbying is also prohibited.
2. **Privileges-** The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. (Each student who receives an account will be part of a discussion with an APS faculty member pertaining to the proper use of the network.) Also, the system administrators may close an account at any time as required. The administration, faculty, and staff of APS may request the system administration to deny, revoke, or suspend specific use accounts.
3. **Network Etiquette-** Students are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:
  - a. Be polite. Do not get abusive in your messages to each other.
  - b. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language. Illegal activities are strictly forbidden.
  - c. Do not reveal personal address or phone numbers of students or colleagues.
  - d. Note that electronic mail (email) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
  - e. Do not use the network in such a way that you would disrupt the use of the network for other users.
  - f. All communications and information accessible via the network should be assumed to be private property.

4. **Service**-APS makes no warranties of any kind, whether expressed or implied, for the service it is providing. APS will not be responsible for any damages you suffered.
5. **Security**-Security on any computer system is a high priority, especially when the system involves many users.
6. **Vandalism**-Vandalism will result in immediate cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any of the above listed agencies or other networks that are connected to the NSFNET Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.

### **APS BULLYING POLICY**

The Board of Education of the Albuquerque Public Schools is committed to providing a safe, respectful, and fear-free environment for all members of the school community including students, staff, parents, community partners, and visitors. The Board believes that preventing bullying is important to having a safe, and fear-free climate that should help students learn, achieve high academic standard, and establish a positive educational environment. All participants in the Albuquerque Public School District's educational community should be aware of the Board's expectation of a safe, respectful, and fear-free work environment, and should model this in their own behavior. **Los Ranchos** takes bullying very seriously. A bullying offense is investigated by the principal and there are consequences to this offense. Principal will have a conference with the parents and teacher. There will be a referral to the Student Health and Wellness or referral to outside counseling services. If bullying does not cease, a referral to legal action can take place by APS school police.

### **LEAVING SCHOOL EARLY**

CHILDREN WILL NOT BE ALLOWED TO LEAVE BEFORE THE REGULAR DISMISSAL TIME UNLESS A PARENT COMES TO THE OFFICE FOR THE CHILD. **FREQUENT PICKUPS BEFORE THE END OF THE SCHOOL DAY ARE REPORTED AS AN ABSENCE AND THE DISTRICT COURT LIAISON WILL BE CONTACTED.** WHEN YOU PICK UP A STUDENT EARLY FOR ILLNESS OR EMERGENCY PURPOSES, YOU WILL BE ASKED TO SIGN A FORM INDICATING YOUR CHILD'S NAME, YOUR NAME AND YOUR RELATIONSHIP TO THE CHILD. THE SECRETARY WILL CONTACT YOUR CHILD'S TEACHER, AND YOUR CHILD WILL MEET YOU IN THE OFFICE. PLEASE DO NOT PICK UP YOUR CHILD FROM THE CLASSROOM. TIME CLOSE TO DISMISSAL IS USED FOR REVIEWING HOMEWORK ASSIGNMENTS AND GIVING OTHER IMPORTANT INFORMATION. WHEN STUDENTS LEAVE EARLY, THEY MISS IMPORTANT INSTRUCTIONS. **PLEASE TRY TO SCHEDULE DOCTOR AND DENTIST APPOINTMENTS AFTER SCHOOL HOURS.**

### **LOST AND FOUND**

Please mark your child's name on his/her clothing and on all supplies. We have many articles found each week. The lost and found is located outside of the school cafeteria. Unclaimed items will be donated to the PTO clothing bank.

### **NON-APS AGENCIES**

Outside agencies may be allowed to provide health and support services for your child and family at Los Ranchos. These providers are not APS employees and APS is not responsible for their work. These agencies are responsible for obtaining informed consent from the parent/guardian before beginning any services.

### **PTO**

The Los Ranchos Parent Teacher Organization works to develop a closer relationship between the home and school. Our PTO sponsors a number of activities throughout the year to establish a greater involvement between the school and the Los Ranchos community. Parent involvement and commitment are vital to your child's educational program. We look forward to a close working relationship.

### **PTO OFFICERS FOR 2017-2018**

President: Chris Gallegos  
Vice-President: Monica Baca-Urioste  
Secretary: Elaine Salazar  
Treasurer: Augustine Urioste

These officers are elected each year. We thank the officers from last school year who worked to support our school/family involvement in events and activities.

### **PHYSICAL EDUCATION**

Physical education is a regular part of our curriculum and supports graduation requirements in all New Mexico high schools. All students are expected to participate and wear appropriate clothing as we are supporting all students in preparing them for a healthy lifestyle as adults. Exceptions to this may be made for health reasons with a doctor's statement. Rubber-soled sports shoes are needed for PE.

### **PICKING UP/DROPPING OFF STUDENTS**

Students are to be picked up and dropped off **ONLY** in the designated area on the north side of the playground. This is the safest area for this activity and there is adult supervision. Please enter through the West end and exit through the East end. There is **NO PARKING** along the shoulders on Los Ranchos Road. Park only in the east lot across the road from the staff parking lot. **If you use a different area to drop off or pick up your student, you are endangering pedestrians.**

All students need to see all adults following school rules. Please choose to follow the rules of our campus, your student will observe your actions and he/she is more likely to follow your example.

## RECESS

All students go out to play at recess. If your student is too sick to go outside with the other students during recess, he/she should be kept at home. In case of severe weather conditions, the principal will use his discretion as to whether the children go out for recess.

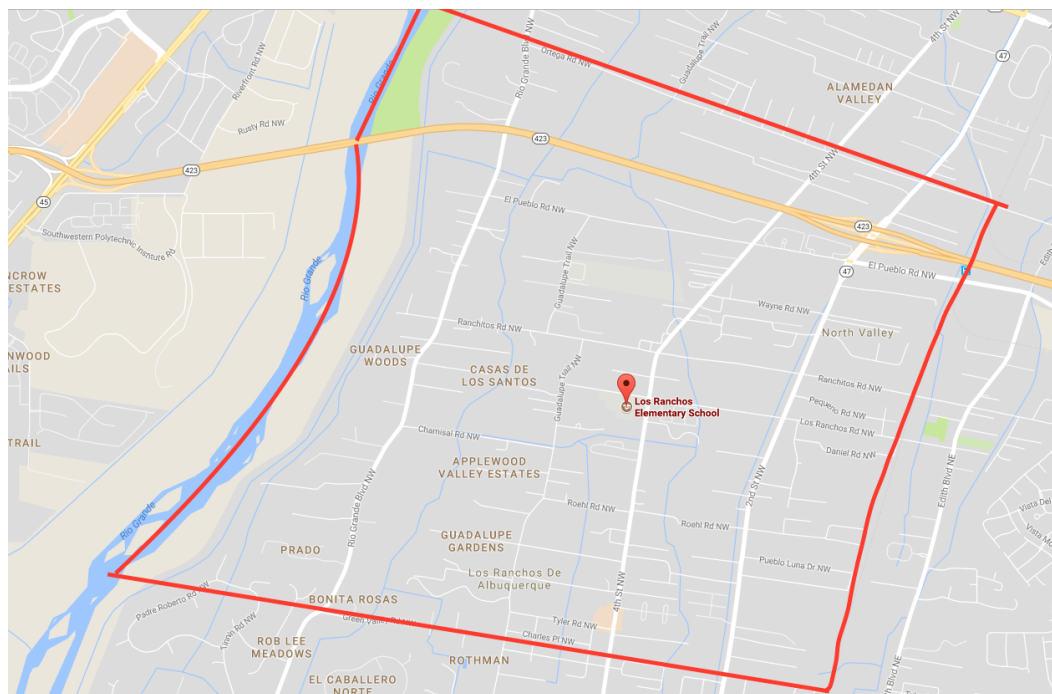
## SCHOOL BOUNDARY LINES

North: Ortega Road

South: Green Valley Road (north side of the street)

East: Railroad Tracks

West: Rio Grande River



## SCHOOL DRESS

The Board of Education expects students dress and grooming to reflect high standards of personal conduct so that each student's attire promotes a positive, safe, and healthy atmosphere within the school. Student dress may not present a health or safety hazard, violate municipal or state law, or present a potential for disruption to the instructional program. Attire or accessories that advertise, display, or promote any drug, including alcohol or tobacco, sexual activity, violence, disrespect, and/or bigotry towards any group are not acceptable.

**Unacceptable clothing and accessories** include, but are not limited to, gang related attire, excessively tight or revealing clothes, spaghetti strap blouses, short shorts, bare midriff, low-cut and/or off the shoulder blouses, spiked jewelry, chains, and belts with more than 2 inches excess. "Sagging," or the wearing of pants below the waist and/or in a manner that allows underwear or bare skin to show and "bagging" or the wearing of excessively baggy pants with low hanging crotches are prohibited. Temporary or permanent tattoos are prohibited.

As a matter of common courtesy and respect, **hats/caps** are not to be worn while inside buildings except when there are specific instructional, safety, religious, or medical reasons.

There is not a policy on make-up, hairstyles, or fake nails. Please be aware that altering one's appearance can create disciplinary issues. Parents will be involved in conferences if behavior or accidents result because of hair, make-up, or fake nails.

**Gambling cards or dice are absolutely prohibited.**

Students are expected to come to school clean and appropriately dressed for schoolwork. Hygiene is a concern when cleanliness creates a health hazard for your student or others. Parents will be contacted by the school nurse or principal if need arises to report hygiene issues.

## **SICKNESS AND ACCIDENTS**

If your child becomes ill at school, you will be contacted to pick up your child.

Please provide an emergency number of a friend or relative in case you cannot be contacted. PLEASE KEEP THE OFFICE NOTIFIED OF A CHANGE IN YOUR TELEPHONE NUMBER.

**Please keep ill children at home.**

Complications that can result in a serious illness can often be prevented by rest and care at home in the early stages of illness. School experiences will be more productive for your child when he/she feels completely well. For safety reasons, children are not allowed to remain in the classroom without supervision during recess. Teachers have varying responsibilities at recess and during the lunch period.

Usual cases concerning your child's health should be brought to the attention of the school health assistant. If your child has limited physical activity restrictions, we need a note from your doctor stating the limitation.

**If your child needs prescription medications during the school day, APS requires a doctor's signature, and medications must be in the original prescription container.**



**The nurse's office may have additional requirements please call ahead and speak with the nurse to find out our requirements.** Medication will be given in the Health Room under supervision of the health assistant. Over-the-counter medication must have a note from the parent. Please inquire with our school health office for more information on medications.

If your child must carry an inhaler, the School District requires a note from the doctor to be on file at the school.

In the event of injury on school premises, the child is to report to any staff member. If the injury appears to be serious, the parent will be called to take the child for proper treatment. If the parent or designee cannot be contacted, and in the even the family doctor cannot be reached, 911 will be called, and the **services of University Hospital will be enlisted. Parents are responsible for charges incurred if the child is transported by ambulance.**

## **STANDARDS OF CONDUCT AND THE APS POLICY**

Los Ranchos students are expected to comply with the *APS Student Behavior Handbook* and the Los Ranchos Roadrunner Rules at every time of the day and everywhere on our campus. The Roadrunner Rules promote a safe and respectful learning environment. We expect students to develop and demonstrate self-control and responsibility. In turn, they will learn to be responsible for the outcomes of their behavior.

Parents receive a copy of our Roadrunner Rules on registration day. The *APS Student Behavior Handbook* is available in the school office.

When students do not follow the stated rules, a discipline slip will be issued to inform that student and parents that an undesired behavior was demonstrated at school. The slip goes home for a signature and parents must speak to the student about what is expected. **The Principal is only allowed to provide a parent with information about their own child. The Principal cannot discuss issues regarding other students.** Recurrent infractions with habitual defiance of the rule/s will require a parent teacher conference with the Principal. We take bullying seriously. Our counselor works with each classroom on activities focused on deterring and reporting bullying. We work with all students to understand the difference between bullying and conflict resolution. For more information on discipline, please contact your student's teacher. If you need additional information, please contact the Principal.

### ***Los Ranchos Roadrunner Rules***

#### **Be Responsible for Learning**

\*Be prepared to learn.

- \*Stay on task and remain focused.
- \*Follow directions the first time.
- \*Be a good listener.
- \*Use your time wisely.
- \*Do the right thing.
- \*Be responsible for work, words, and actions.

### **Be Where You Should Be**

- \*Sit at assigned area.
- \*Wait until the teacher says you can go.
- \*In morning in cafeteria or playground.
- \*At lunch: in cafeteria or playground.
- \*At recess: on playground.
- \*Away from cars or buses.
- \*Take belongings with you.
- \*Be on time (punctual).

### **Be Safe**

- \*Walk inside the building.
- \*Walk along paved and graveled areas.
- \*Observe playground rules.
- \*Keep hands and feet to self.
- \*Use school furniture correctly.

### **Be Respectful**

- \*Treat others the way you want to be treated.
- \*Use positive words to everyone.
- \*Choose appropriate clothing.
- \*Use manners.
- \*Be kind to others.
- \*Show your best attitude.
- \*Take care of yourself and others and equipment.
- \*Take the lunch you order.
- \*No talking back to adults.
- \*Respect school and personal property including restrooms.

Los Ranchos has spent a significant amount of time learning about the 7 habits of highly effective people and how they apply to everyone in the school the seven habits are not rules but principles when internalized guide the actions of everyone following them. They don't guarantee perfect behavior or actions by everyone at all times- what they do is remind everyone in our community that before they can lead anyone else they must be able to lead themselves- before they can take care of anyone else they have to be able to take care of themselves.

The seven habits are: 1. Be proactive; 2. Begin with the end in mind; 3. Put first things first; 4. Think win-win; 5. Seek first to understand, then to be understood; 6. Synergize; 7. Sharpen the saw.

If we are all following the Seven Habits the road runner rules will be superfluous.

### **TELEPHONE USAGE AND MESSAGES**

Students will not be allowed to use the telephone in the office or classroom unless it is an extreme emergency, and then only with permission from their teacher. Please encourage your children to remember to bring lunch money, homework, permission slips, library books, etc., as they will **NOT** be permitted to call home for these things. This

will help us teach your child responsibility. Please, unless it is an emergency, do not leave messages for your child. We will not interrupt instruction to relay messages.

### **TESTING**

The state of New Mexico and the Albuquerque Public Schools mandate school testing. This is done so that we may assess the students' progress. Also, there are times when the school personnel feel that an individual student should be tested in order to provide a program more suitable for a student's success. Parents will be notified of this recommendation. If testing is recommended beyond the screening and testing which is normally given to a child, written parent permission must be obtained.

### **TEXTBOOKS AND LIBRARY BOOKS**

Textbooks, workbooks, and library books are furnished for each child. Your child is responsible for the care of these books. All books lost or unreasonably damaged must be paid for by parents. The charge will be adjusted to the condition of the book when it was issued to your child.

### **ACADEMIC IMPROVEMENT PLANS AND SAT**

Students who do not demonstrate proficiency will be provided support with an Academic Improvement Plan. This plan is developed by the teacher and parent to improve areas of deficit in reading and math. A SAT (Student's Assistance Team) may be convened to develop intervention strategies to support students in making achievement. These supports are offered to families once testing has occurred. If parents would like to discuss academic needs before a plan or recommendation is made, please contact your child's teacher.

### **TOYS AND OTHER VALUABLES**

Toys and electronic games/devices and other valuables are not allowed at school. They could become lost or stolen. The school is not responsible for lost or stolen items. If it is a necessity that a **CELL PHONE** is carried, it **MUST BE CHECKED IN WITH THE CHILDS TEACHER BEFORE SCHOOL AND PICKED UP AT THE END OF EACH DAY. USE of cell phones or electronics will result in their confiscation per APS policy and return to parents only.**

### **TRANSFERS**

**Outside Los Ranchos-** In order to facilitate transfers from one school to another, the teacher and the principal's office must be notified at least one day prior to your child's last day of school. We need a day to complete exiting paperwork. We appreciate your cooperation.

**Within Los Ranchos-**

**Student Placement Policy** There are many factors that are taken into consideration when students are placed in a new classroom setting. Heterogeneous groups are created with equity in class size and boy to girl ratios. In addition, current classroom teachers and support staff play a very important role in student placement. They provide data about current academic levels of performance, work habits, and behavior. Parents are also invited to notify the office in writing of any special needs their child has which should be considered in the placement process.

All classroom placements are tentative until the 20th day of school. At this time, the district makes a final teacher allotment, based on the school population for the first 20 days of school. There is a possibility this may be done sooner. In the event that we are required to add a teacher, the following procedure will be put into place in order to assure fairness to all children.

### **Change of Classroom Policy**

Great care is exerted in finding the optimal classroom placement for each child who attends Los Ranchos Elementary. Students are given a maximum of three weeks to adapt to a new classroom environment before any changes in placement will be considered. After two weeks if placement concerns arise, the following steps will be initiated:

1. The parent/guardian must meet with the present teacher to identify concerns, to establish open communication, and to develop a plan to correct any differences. The plan must be implemented for a minimum of three weeks before proceeding to step two. The teacher and parent(s) must explain the plan to the child.
2. After the plan has been implemented for one week and all cooperative efforts are exhausted, if the parent continues to have concerns, the parent must notify the principal in writing about those concerns. The principal will then arrange a formal conference with the parent, teacher, and counselor to discuss the previous plan and its outcomes, as well as the continuing concerns. A placement decision may be made at this meeting and a record of the conference kept on file in the office.
3. If a change in placement occurs, the receiving teacher will be the teacher with the lowest pupil/teacher ratio at that time (Title I and bilingual requirements will be considered). Individual teacher requests will not be taken.

### **Redistribution Policy (when a class is added or omitted)**

Volunteers (families of students make the decision) will be given the opportunity to move to the new classroom. Using the placement method, the rest of the class will be formed. Heterogeneous groups will be created.

If at or before the 20<sup>th</sup> day we are required to lose a teacher, the students in the classroom that will lost the teacher, will be equitably distributed among the other teachers at the grade level or a multi-age class will be created.

This is always an extremely stressful and emotional time for all. It is the goal of the school that the Redistribution Policy will not have to be used. Unfortunately, there are times when enrollment is unpredictable.

### **Volunteering**

We encourage families to volunteer here at school. We welcome your talents in the classroom, library, and all areas of our campus. PTO is always looking for members who may not enjoy fundraising, but can support school and community events. If you would like to read with students or enjoy cutting and making items for the classroom, we need your help. Please know that if you seek to help students in any capacity or volunteer in any way, you will need to do a background check. When volunteers work with students out of the proximity of an APS employee, a background check is necessary. You will have to go to the APS website [www.aps.edu](http://www.aps.edu). Once there, go to the student/parent section and click. It will take you to the parent page. Scroll down and look for how to become a volunteer. Once there, it will walk you through the process. You will receive two emails; one to tell you they have your information; the other to tell you you have been approved. You will bring us a copy of this email or forward the email to the school. We want to ensure that we make every effort to have families here on our campus. When families get involved in school, students do well in school.

### **ADA AND SECTION 504**

APS is obligated by law to provide yearly notice to all our families of our responsibilities for compliance with Section 504 of the Rehabilitation Act of 1973 and Americans with Disabilities Act (ADA) as follows:

Section 504 and the ADA are federal laws that prohibit discrimination against persons with a disability in any program receiving federal financial assistance. The Acts define a person with a disability as anyone who:

1. Has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for oneself, performing Manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working).
2. Has a record of such impairment; or
3. Is regarded as having such an impairment.

In order to fulfill its obligation under Section 504 and the ADA, the Albuquerque Public Schools recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the programs in the school

system. The school district has specific responsibilities under Section 504 which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate education services.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records. This Act gives the parent or guardian the right to:

1. Inspect and review his/her child's educational records;
2. Make copies of these records;
3. Receive a list of all individuals having access to those records;
4. Ask for an explanation of any item in the records;
5. Ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights; and
6. A hearing on the issue if the school refuses to make the amendment.

**Los Ranchos Website:**

Want to know what is going on at the school- our website is a good place to start looking for information. If you have a question ask your child's teacher- they probably already know! The APS website is also a wealth of information for families.

## 2017-2018 School Calendar

Aug. 7	First day back for teachers, school staff
Aug. 14, 2017	First day of school
Sept. 4	Labor Day (schools and administrative offices closed)
Oct. 12-13	Fall break (schools closed; administrative offices open)
Oct. 30-31	Middle School student-led conferences
Nov. 20-21	Elementary School parent/teacher conferences
Nov. 22-24	Thanksgiving break (schools closed; administrative offices closed Nov. 23-24)
Dec. 18-Jan. 1	Winter break (schools closed; administrative offices closed Dec. 22-Jan. 1)
Jan. 2	Professional development day for school staff (no school for students)
Jan. 3, 2018	First day of second semester
Jan. 15	Martin Luther King Jr. Day (schools closed; administrative offices open)
Feb. 19	Presidents Day (schools and administrative offices closed)
March 1-2	Middle and High School student-led conferences
March 8-9	Elementary School parent/teacher conferences
March 26-29	Spring break (schools closed; administrative offices open)
March 30	Vernal Holiday (schools and administrative offices closed)
May 7-12	Graduation Week
May 23, 2018	Last day of school
May 24-25	Weather make-up days
May 28	Memorial Day
May 29	Weather make-up day

**Notes:**

<b>School Pictures for Fall</b>	<b>TBA</b>
<b>School Pictures for Spring</b>	<b>TBA</b>