

# **Ruidoso Municipal Schools**



## **White Mountain Elementary School**

**Student/Parent/Guardian Handbook  
2018-2019**

## **Ruidoso Municipal Schools Administrative Office**

Dr. George Bickert  
Jason Edmister  
Clinton Taylor  
Mary Reeve

Superintendent  
Associate Superintendent  
Director of Finance  
Special Education Coordinator

200 Horton Circle  
Ph. 575-630-7000  
Fax 575-257-4150  
Website Address: <http://www.ruidososchools.org>

Monday – Friday  
Office Hours: 8:00am – 4:00pm

## **White Mountain Elementary**

Rebecca Ferguson  
Mayra Lucero  
Dyanne Perkins

Principal  
School Improvement Coordinator/Bilingual Director  
Secretary

203 White Mountain Dr.  
Ph. 575-258-4220  
Fax 575-258-5578

Monday – Friday  
Office Hours: 7:30am – 4:00pm

## Table of Contents

Information	Page No.
Ruidoso Mission/Vision/EPSS Statements . . . . .	2
2018-2019 District Calendar . . . . .	3
Bell/Daily Schedules . . . . .	4
Activity Fees . . . . .	4
Administering Medication/Nurse’s Office Information . . . . .	5
Admittance to Buildings . . . . .	5
Attendance . . . . .	6
Bicycles/Skateboards. . . . .	6
Brave Traits Behavioral Matrix . . . . .	7
Bus/Transportation/Parent Pick-Up, Drop-Off . . . . .	8
Cafeteria . . . . .	9
Computers/Internet . . . . .	9
Councils: Parent-School Advisory/VIPS . . . . .	10
Counseling/Guidance/Social Service . . . . .	10
Dismissal/Student Checkout. . . . .	11
Dress Code . . . . .	11
Electronic Devices . . . . .	12
Emergency Student Information . . . . .	12
Field Trips . . . . .	13
Homework . . . . .	13
Immunization . . . . .	13
Library . . . . .	14
Lost and Found . . . . .	14
Off-Campus Emergency Evacuation . . . . .	14
Pets . . . . .	15
Physical Education (P.E.) . . . . .	15
Sexual Harassment or Physical Abuse Reporting. . . . .	15
Student Placement . . . . .	16
Student Pick-Up/Drop Off and Parent Parking . . . . .	16
Snow Day / Two-Hour Delay. . . . .	16
Student Concerns/Complaints/Grievances . . . . .	17
Tardiness . . . . .	18
Visitors . . . . .	18
Weapons . . . . .	18
Photo Opt Out . . . . .	19
Parent/Guardian Handbook Receipt Page. . . . .	20

(All school information can be found on the Ruidoso website [www.ruidososchools.org](http://www.ruidososchools.org) or “like” us on Facebook. The link is <https://www.facebook.com/pages/White-Mountain-Elementary-School/105573229499197> or just search for White Elementary School)



## **Ruidoso Municipal School District Mission Statement**

*RMSD in partnership with students, families and the community ensures a rigorous and relevant student-centered learning environment that cultivates character, fosters academic excellence and embraces diversity.*

## **Vision Statement**

*The Vision of RMSD is to grow a collaborative learning community where relationships, rigor and relevance develop fulfilled and purposeful adults.*

# BELL / DAILY SCHEDULES

20th day - Sept. 10  
 40th day - Oct. 9  
 60th day - Nov. 6  
 80th day - Dec. 11

## Ruidoso Schools Calendar 2018-19

100th day - Jan. 25  
 120th day - Feb. 25  
 140th day - Apr. 1  
 160th day - Apr. 30  
 Last day - May 24

APPROVED BY RMSD SCHOOL BOARD FEBRUARY 13, 2018

August					January						
M	T	W	T	F	M	T	W	T	F		
		1	2	3	Aug. 9 - Inservice	Jan. 3-Workday		1	2	3	4
6	7	8	9	10	Aug. 10- Workday	Jan 4- Inservice	7	8	9	10	11
13	14	15	16	17	Aug. 13 Orientation Day 1-12	Jan. 7-Students Return	14	15	16	17	18
20	21	22	23	24	Aug. 14 Full Day	Jan. 21 - MLK Holiday	21	22	23	24	25
27	28	29	30	31			28	29	30	31	
15 student days/17 staff days					15 student days/20 staff days						
September					February						
M	T	W	T	F	M	T	W	T	F		
									1		
3	4	5	6	7	Sept. 3 - Labor Day	4	5	6	7	8	
10	11	12	13	14		11	12	13	14	15	
17	18	19	20	21	Feb. 15 P/T conferences RHS	18	19	20	21	22	
24	25	26	27	28	Sept. 26-RHS P/T Conferences	25	26	27	28		
19 student days/19 staff days					19 student days/19 staff days						
October					March						
M	T	W	T	F	M	T	W	T	F		
1	2	3	4	5					1		
8	9	10	11	12	Oct. 8 - Columbus Day	Mar. 8 - End of 9 weeks	4	5	6	7	8
15	16	17	18	19	Oct. 15 End of 9 weeks	Mar. 14 & 15 P/T Confs. K-8	11	12	13	14	15
22	23	24	25	26	Oct. 25 & 26 P/T conferences k-8	Spring break Mar. 18-22	18	19	20	21	22
29	30	31			Oct. 25 & 26 Regular days RHS		25	26	27	28	29
22 student days/22 staff days					16 student days/16 staff days						
November					April						
M	T	W	T	F	M	T	W	T	F		
			1	2	Apr. PAROC	1	2	3	4	5	
5	6	7	8	9		8	9	10	11	12	
12	13	14	15	16	Apr. 19 - School Holiday	15	16	17	18	19	
19	20	21	22	23	Thanksgiving Nov. 20-24	22	23	24	25	26	
26	27	28	29	30		29	30				
17 student days/17 staff days					21 student days/21 staff days						
December					May						
M	T	W	T	F	M	T	W	T	F		
3	4	5	6	7			1	2	3		
10	11	12	13	14			6	7	8	9	10
17	18	19	20	21	Dec. 19- End of Semester 1	May 18 or 19 - Graduation	13	14	15	16	17
24	25	26	27	28	Winter Break Dec.20-Jan.2	May 24 - last day of school	20	21	22	23	24
						27	28	30	31		
13 student days/13 staff days					15 student days/18 staff days						
86 student days/ 88 staff days					92 student days/94 staff days						
<b>Total Student Days (178)</b>					<b>Total Staff Days (182)</b>						



### **White Mountain Elementary School:**

<b>7:10 AM</b>	<b>Parent Drop Off Begins</b>
<b>7:20 AM</b>	<b>Buses Begin Arriving</b>
<b>7:30 AM.</b>	<b>School Begins</b>
<b>7:31 AM</b>	<b>All Doors Locked</b>
	<b>Parent must check student in at office</b>
<b>11:00 -11:45 AM.</b>	<b>3<sup>rd</sup> Grade Lunch/Recess</b>
<b>11:30 -12:15 PM</b>	<b>4<sup>th</sup> Grade Lunch/Recess</b>
<b>12:00-12:45 PM</b>	<b>5<sup>th</sup> Grade Lunch/Recess</b>
<b>12:55 PM.</b>	<b>Early Release on Wednesdays</b>
<b>2:38 PM</b>	<b>Dismissal/Load Buses</b>
<b>2:45 PM</b>	<b>Buses Depart</b>

If possible, medical and dental appointments should be scheduled outside of the regular school day hours. Students should stay at school as much as possible to receive the full benefit of the teacher's planning and instruction. Please support and respect our goal of providing uninterrupted instruction.

We believe communication between home and school regarding a child's progress is vital, however since the teacher's duty day is 7:25 a.m. to 3:10 p.m., it is important to call for an appointment. Together, you and the teacher can work out a conference time that does not conflict with the instructional day and is mutually convenient.

Please contact the office if you have any questions about topics or concerns not specifically covered in this handbook. The following topics are specific areas of which you need to be aware.

### **ACTIVITY FEES**

Your child's homeroom teacher will collect an activity fee of \$15.00 from each student at the beginning of school or when the student enrolls. The funds will be used to support special classroom projects, incentive programs, student awards, assemblies, and the purchase of student agendas where applicable.



### **ADMINISTERING MEDICATION / HEALTH OFFICE**



The school has a full-time nurse to meet the needs of the students. The school and the school nurse are committed to maintaining a healthy environment that will enhance the learning and well-being of all students.

**Accidents** – Should a student be involved in a serious accident, the school will make every effort to contact a parent immediately. Therefore, it is extremely important that the health room have current emergency contact information. Office personnel will call 911 only in a situation deemed appropriate by the school nurse.

**Illness** – In an effort to provide a healthy environment for all students, the health staff treats all students who are ill by:

- 1) Taking their temperature,
- 2) Checking symptoms, and
- 3) Administering appropriate care.

If warranted, the nurse will contact the parent to pick up their student.

**Students must be free of fever, diarrhea or vomiting for 24 hours before returning to school.**

**Medication** – No medication shall be taken during the school day unless prescribed by a physician. If a student must receive medication in school, it is the parent's responsibility to ensure that the medication arrives at school in the properly labeled container with all required documentation to the school nurse. A complete Ruidoso Authorization to Administer Medication Form, signed by parent or guardian, requesting that the medication be given during the school day, and Doctor's orders specific to time and dosage completed on that form is required. The school nurse or other designated employee may assist the student in taking the prescribed medication. The parents are invited to school to administer medication to their child.

### **ADMITTANCE TO BUILDINGS / SIGNING IN AND OUT (Applies to ALL visitors, volunteers that enter the buildings)**

For the safety of our students, parents, and staff, ALL visitors and volunteers, including spouse and relatives of employees, **MUST** sign in at the office and receive proper means of identification. The identification will need to remain in clear and visible sight at ALL times while on the school grounds. All visitors and/or volunteers also need to sign out upon leaving the campus.

## ATTENDANCE

Research shows that attendance patterns established in elementary school have an impact on school attendance in later years. We encourage you to support your child's regular attendance to maximize his/her learning and to increase his/her chances of having a successful school career.

The following guidelines will apply to attendance:

1. Phone calls regarding absences are appreciated, but are not accepted as an explanation of absence. **In order for an absence to be considered "explained", it must be in writing.**
2. Written notices should be brought to school on the student's first day back.
3. If a student checks out before 11:00 a.m., he/she will be considered absent for 1/2 day.
4. All parent/guardian written notes will be filed and maintained for the current school year.
5. Written notes shall contain the name of student, the date(s) absent, an explanation of the absence, a parent signature, and a current phone number.  
\* Please attach any doctor's notes or recommendations if available.

### General Attendance Guidelines:

1. A student may have no more than TEN (10) absences (explained or unexplained) per semester.
2. On the fifth (5) absence, written notification will be sent to the parents.
3. On the tenth (10) absence, written notification will be mailed to the parents.
4. On the eleventh (11) absence, and any ensuing absences, provisions of the Children's Code and the Mescalero Tribal Code will be implemented and referrals to the appropriate agencies made.
5. Designated and/or prior approved school related trips/activities will be counted as days in attendance, providing the student is attending the event or activity.
6. Out of school suspension for any reason, will be counted as part of the ten (10) day accrual.
7. A student who is absent for ten (10) consecutive school days without office notification will be dropped from the school's attendance records and will need to be re-enrolled.

### Make-up Work Following Absences:

1. Students with "explained absences" will be allowed and encouraged to make up work that was missed. It is the student's responsibility to contact the teacher(s) and secure the missed assignments.
2. The number of days allowed for makeup work is the same as the number of documented "explained absences".
3. School work will only be provided ahead of time with (3) days notice to the school or teacher. All work picked up ahead of time will be expected to be turned in on the student's first day back. No additional days will be allowed.

## BICYCLES / SCOOTERS / SKATEBOARDS / SKATES



In an effort to further promote the safety of our students, the Ruidoso School District provides bus transportation to and from numerous locations in very close proximity to the school. Therefore, the school requests that bicycles and other similar forms of transportation be left at home. The school will not be responsible for items brought to school that do not need to be there.

---

## BRAVE TRAITS BEHAVIORAL MATRIX



<b>Expected Behaviors:</b>	<b>Incentives and Rewards:</b>
Follow directions; begin work promptly; work quietly' keep arms, feet and body in own space; bring needed materials to class each day; treat teachers, students, school property and self with respect; take responsibility for own actions; be truthful and honest.	Praise or compliments; positive calls or notes home; stickers on accountability cards; extra recess; computer or free time; assemblies/Principal's award; run errands; library helper; pledge helper; give "no homework" passes; class parties.

<b>Level 1 Bothersome Inappropriate Behavior:</b>	<b>Corrective Responses:</b>
Not listening; not paying attention; off task behavior; non speech noises disrupting class; teasing; tattling; pestering; not following directions; leaving room without permission; pushing; poking; play fighting; running in class; lying; swearing; rocking/tilting; falling out of seat; hands inappropriately on other student; cheating.	The "Look"; non-verbal "Stop & Think" prompt; proximity control; physical prompt; redirection; verbal warning; name on the board; student apology to teacher/class; loss of recess time; privileges; note sent home for parent signature.

<b>Level 2 Disruptive Offenses:</b>	<b>Consequences:</b>
Continued Level 1 behaviors; arguing with teacher, inappropriate language/hand gestures; talking back; poor attitude; inappropriate physical behavior; non-speech noises that disrupt; theft; minor bullying; open defiance/ disrespect; verbally or physically threatening.	Move student to another seat in classroom; loss of extra privileges; loss of recess/free time; isolation; BIF; student needs to model appropriate behavior; note and/or phone contact with parent by student/ teacher with conference if needed.

<b>Level 3 Antisocial Offenses:</b>	<b>Consequences/Administrative Response:</b>
Continued Level 2 behaviors; Abusive language; fighting/physical aggressions with intent to cause harm; significant defiance; lying/cheating; vandalism; sexually inappropriate behavior/sexual harassment/ safety issues/ out of control behaviors; non-compliant repeated behaviors; major bullying.	Continued Level 2 consequences; BIF; sent to office; parent/student/teacher/principal conference; out of school suspension; parent sits in class with student; behavior contract.

<b>Intensity 4 (Dangerous) Offenses:</b>	<b>Administrative Response:</b>
Violation of District Rule and Regulations; Multiple repeated offenses/extreme or violent.	Contact parent to take child home (OSS) parent meeting; contract; implement BIP/complete BIF – send to school counselor, principal and parent. Follow District Student Code of Conduct.

## BUS INFORMATION / TRANSPORTATION



**Drop Off and Pick Up will be the same as last year.**

Third and 4th grade students will be dropped off at the front of White

Mountain Elementary:

3rd grade in front of the cafeteria

4th grade in front of the office

Fifth grade students will be dropped off behind White Mountain Elementary. Enter at the far west end of the campus by the golf course, make a U-turn by the gym, and exit the same way. Thank you for your help and cooperation in this matter.

1. Morning drop-off (before the tardy time) begins at 7:10 AM and after-school pick-up is at 2:38 PM.
2. Please do not park in the bus loading areas during the school hours.
3. Please advise anyone picking up your child of the specific locations and procedures.
4. **Telephone bus change requests need to be received before 1:30 p.m.** To be valid, written requests will need to have the parent's signature, phone number(s), and address of where student is to be dropped off. The note will need to be turned in to the teacher as soon as the student arrives at school. Please advise the office, with a written notice, if a younger child is to ride or depart a bus with an older sibling.
5. Please observe all posted speed limit signs to insure safety for all children.

School bus transportation is a privilege extended to any student who qualifies for transportation pursuant to Standards for School Bus Operations; State Board of Education Regulation No. 83-3.

Riding a bus is a privilege, which may be revoked for behavior which endangers the lives of students riding the bus. If your child rides a bus, please review the Ruidoso Municipal School District Transportation Handbook, and review the rules with your child. This will insure the safety of your child and all students riding the bus.

**Reminder!!! Please call before 1:30 pm for bus change requests!!!!**

**Lincoln Transportation: (575) 378-5410**

## CAFETERIA

The Ruidoso School District provides dining services for all students. Students will be taught the cafeteria expectations of behavior at the beginning of the year.

### **Please review the following lunch room rules with your child:**

- Use a soft voice
- Stay in line with your class – no waiting for line to get shorter
- Hands to yourself – not on others
- Stay in your seat with your class
- Sharing of food and drinks is unacceptable
- Raise your hand for anything you might need
- Leave large bags of chips, snacks and colas at home
- Be quiet in the hall and **walk** when going outside from the cafeteria
- Keep all foods and drinks in the cafeteria except for Fridays when you may have snacks outside that you purchased from the PAC.
- Keep playground clean

As parents, you are invited to have lunch with your child at any time. Please sign in with the appropriate school office before going to the cafeteria. Meal prices are listed below.



### **PRICES**

Student Breakfast	Free	Adult Breakfast	\$2.00
Regular Student Lunch (Elementary)	Free	Adult Lunch	\$3.50
		Extra Milk	\$ .50

K-5 qualified for free breakfasts and lunches for the 2018-2019 school year. If you have any food service related questions, please contact the Food Service Office at 575-630-7993 or email at [lanea@ruidososchools.org](mailto:lanea@ruidososchools.org).

## **COMPUTERS / INTERNET ACCESS**

Your child may be participating in class/school projects that involve the use of the Internet. An Internet Agreement will be sent home to you to read, sign, and return prior to your child's using the Internet. Students will use the Internet only under the supervision of an authorized adult.

Students who violate conditions of the Internet Agreement may lose privileges for the remainder of the school year and be subject to appropriate school disciplinary measures. Misuse of the computers, including access into unauthorized areas of the Internet, "trashing" programs, opening files not belonging to you, and taking computers apart without permission will result in an office referral being made.

Ruidoso School's web site: <http://www.ruidososchools.org>



## **COUNCILS: PARENT, SCHOOL ADVISORY / VIPS**

In an effort to further improve communication, community acceptance, decision-making, and overall credibility, Parent Advisory Councils will be established at each school site at the beginning of each new school year. Meeting times and places will be determined at the first meeting. The administrator

will attend meetings to assist in informing all parents of pending topics and in answering questions related to the specific school.

Participation in the school's advisory council is a great way to get involved in various operations of the school and to stay informed about issues affecting education. Please plan on helping out this year by joining other great supportive parents who work to make the school a better place for all students. The work is a rewarding time spent with kids and other caring parents/guardians which further strengthen the Ruidoso Schools.

Another organization that contributes to the school is the VIPS (Volunteers In Public Schools) program. The Ruidoso district has a coordinator who provides a valuable service to the schools by maintaining documentation of time, arranging special functions coverage, and other related services. The VIPS and advisory council often collaborate to avoid duplication of work. Both programs are focused on making the school a better place for all.



The Parent Advisory Committee helps to build a sense of community among families and staff through activities and ongoing school wide communication. With the help of parent volunteers, PAC coordinates fund raisers and provides support for all school programs and is an avenue for parent feedback which is used to shape the direction of the school.

## **COUNSELING / GUIDANCE / SOCIAL SERVICES**

The Ruidoso Schools provide counseling and guidance services on an as needed or referral basis. Students can also request to visit with counselors. School-wide, individual, and group services are provided in order to educate and assist our students in dealing with character development and/or difficult situations. The counseling personnel are here as a resource for students and parents in special times of need.

Please advise the school of any situation that could potentially affect your child's behavior or academic performance. The staff and administration will assist you to the fullest extent of our abilities and resources.

## **DISMISSAL / STUDENT CHECK-OUT**

If at any time prior to the regular dismissal time a student must leave the school premises, it will be necessary to notify the school office. **Please do not go to the classroom to pick up your child unless you have first checked him/her out at the office and received a visitor's pass.** Teachers have been instructed to not release the student unless first notified by the office. Persons other than parents or legal guardians must have **written permission** from the parent or legal guardian before the student(s) will be released.



The note must be legibly written and must clearly state the following:

- the name of the person being authorized to check out the student,
- the name of the student, the date the note is written, phone number,
- the date of checkout. A phone call may be made from the office to confirm the note.
- The student must be checked back into school before returning to the classroom.

## DRESS CODE

A generally accepted practice in education is that cleanliness, good grooming and appropriate dress are necessary to reduce distraction, promote health and provide a productive learning atmosphere. Children quickly notice anyone's dress that is extremely outlandish, suggestive, or a challenge to accepted community values. Teasing and other disruptive behavior frequently follow. We want all students to have a good day at school and for that reason; we ask that you support your child in making appropriate choices.

Included in appropriate dress is clothing appropriate for the weather. Weather can change rapidly and students should be prepared for that eventuality. It is helpful to listen to weather reports daily to help students plan for appropriate outer clothing.

**Shirts** – should be of a length so that no midriff skin is visible when arms are stretched over the head. Straps on shirts must be a minimum of two inches. Tank tops, spaghetti straps and shirts that reveal too much skin should not be worn to school. Students are allowed to wear sleeveless style jerseys with a t-shirt on underneath. Scooped or V-neck shirts should not reveal cleavage.

**Outerwear** – appropriate outerwear for the weather should be worn. Hoodies are appropriate, however, the wearing of the hood will not be allowed inside the school building.

**Shorts & Skirts** – should be no shorter than the point where extended fingers end when the student is standing up straight with shoulders relaxed.

**Shoes** – **Appropriate footwear for school and activities are required** (ie, Physical Education, field trips, regular school day). No platform heels are allowed.

**Headgear** – Hats, bandanas and sunglasses are not allowed to be worn during the regular school day. They may be worn on certain field trips and special days as designated by the school.

**Makeup** – will not be allowed.

**The Administrator reserves the right to revise the dress code during the school year as needed.**

## ELECTRONIC DEVICES

**Electronic devices are not allowed in school. These devices may cause distractions and disruptions to the instructional setting. However, if you feel your child must carry a cell phone, it must be turned off during school hours and given to the teacher labeled with your child's name.** The school will not be held responsible for lost and/or stolen items.



**Emergency messages should be handled through the office personnel.**

## **EMERGENCY INFORMATION**

Please make sure you have completed an EMERGENCY CARD for your child with current information. Emergencies occasionally happen within the school setting and **updated phone numbers** and **contact persons are extremely important** should contact be needed. Please notify the office of any changes through the year.

## FIELD TRIPS



All field trips are considered a privilege that students must earn through academic effort, good behavior, and responsible attendance. A general permission slip is filled out at the beginning of the year and kept on file at the school. For out of town trips, a "Specific Field Trip Permission Slip" must be filled out before any student will be allowed to leave the building.

Parents will be notified prior to the field trip if their child is determined ineligible. **A student must meet the 90% attendance criteria to be eligible to go on field trips.** The parents, teacher, and principal will review any special circumstances that could cause a student not to go.

All students are required to travel with the rest of the class in school vehicles and not in private cars. Parents who participate as school volunteers are also requested to travel with the group if space is available. If parents would like to take the student home following the field trip, a permission form must be filled out and signed by the parent and teacher prior to the field trip.

## HOMEWORK



Homework assignments are designed to extend the learning begun in the classroom, build independent study habits, and encourage students to think and work creatively outside the school. Each teacher will vary in assigning homework. Teachers may choose to provide a study hall in their classrooms during recess or before school to allow students time to complete their homework. Parents are encouraged to provide their children with the necessary help to have all homework assignments completed and submitted on time. You should expect your child to have approximately one (1) hour, or less, of homework per night, including 20 minutes of reading.

## IMMUNIZATIONS

ALL students must be properly immunized to nurse if there are any questions regarding is held every Monday, except holidays, from located in the Lincoln County Sub-Station



attend school. Please check with the school's current shot records. An immunization clinic 8:30-11:00am at the Ruidoso Health Office near the Village of Ruidoso Offices.

## LIBRARY

Ruidoso students are offered a complete library service at school. Specific skills are taught throughout the year so students become independent users of the library resources. Students are expected to demonstrate a respectful and responsible behavior while in the library. Students should always bring their library books when they attend library as a class.



Each school's library collection contains books, magazines, reference materials, cassettes, and CDs. A maximum of three books can be checked out at a time with the exception of students doing research for class projects. Books are checked out on a weekly basis and a fee will be charged for any lost or damaged books. The library catalog can be viewed from any computer having Internet access at the following website:

<http://www.youseemore.com/RuidosoMSD/default.asp>

## LOST AND FOUND

**Please write your child's name on coats, sweaters, gloves, backpacks, personal books, and any other items brought to school.** By marking the student's personal items, the school staff can assist in returning the belongings to the rightful owner. Parents are welcome to view the items to see if anything belongs to their child. Unidentifiable items that are not claimed by the end of the year will be donated to charitable organizations.



## OFF CAMPUS EMERGENCY EVACUATION

Each school has a specific **Off Campus Emergency Plans** in case the need arises for all students/staff to vacate or be removed to a separate location away from the school building. The plans will be provided to you at the beginning of the school year. Please become familiar with the locations your child may have to be moved to.

Please be advised that you will not be able to remove/pick-up any students or enter any building until a safe environment and civil order has been established. No student may be picked up by anyone other than the person/persons listed on the student's emergency form/card. A designated sign out location will be determined by the administration and the circumstances surrounding the situation. Your cooperation, patience, and understanding of the situation will assist the school staff and administration should an event occur that requires an emergency evacuation. As always, student safety will determine the course of action taken.

## PETS

Due to liability concerns and the welfare of students with allergies, pets will not be allowed at school. The only exception to this will be special occasions in which animals may be brought in by the parent/guardian for a brief time period for "show and tell" type classes.



Prior approval from the building administrator will be required and the **parent must remain** in the classroom with the pet to assist in control and related behavior issues.

## PHYSICAL EDUCATION / P.E.



The Ruidoso School District recognizes the importance of promoting good student health through a well-developed, organized, and professionally staffed physical education program. All students will participate in a physical education program while attending our schools. Students are made aware of various self-awareness topics such as proper training techniques, weight monitoring, and individual/team sport concepts.

Please see that your child is dressed appropriately for this activity (shoes, jeans, etc.)

The P.E. teacher will need to be advised of any health-related concerns that may affect the student's participation. A note from the parent/guardian will be necessary in order to excuse a student from the P.E. program. A doctor's note will be required to excuse the student for more than three (3) days from participation in P.E.

## SEXUAL HARRASSMENT OR PHYSICAL ABUSE REPORTING

**Incidents of sexual harassment** may be defined as any physical contact such as touching, pinching, patting, pulling at clothes, or intentional brushing against another person. Furthermore, sexually oriented verbal comments such as joking, kidding, or teasing will be considered harassment. All reports of student contact of a sexual nature will be thoroughly investigated by the principal and/or authorities.

**Reports of physical abuse** will be reported to authorities without question. The school staff and administration are obligated by law to report any incident as reported to them by a student or parent. Please discuss these topics with your children so they fully understand the definitions and the importance of reporting such acts.

## STUDENT PLACEMENT

White Mountain Elementary recognizes that parents have invaluable insight about how their children learn. Therefore, we offer you an opportunity to address your concerns and wishes by completing a "Parent Input Form." **These must be received in the office no later than April 30<sup>th</sup>.**

Placements decisions will be made using the following criteria:

- Heterogeneous grouping, academically
- Equal ratio of boys and girls
- Equal number of students among teachers

Student schedules will be prepared at the end of each year and finalized in August. Student schedules will be available at the beginning of August (TBD).

## STUDENT PICK-UP / DROP-OFF AND PARENT PARKING

**All students need to be picked up and dropped off at the designated area for each specific building.** Please remain in line and refrain from letting your child out of the vehicle before reaching the designated area.. Use the designated crosswalks to walk your children across the roads and make sure you have made eye contact with a staff person before letting go of your child. Please observe speed limits and avoid crossing the paths of any of the buses while they are on school grounds. As a safety issue, students will not be permitted to cross the street to be picked up.

If you need to enter the building, please park in the designated and posted "visitor parking" areas located at the front of each building. Upon entering the building, make sure to sign in at the office and receive proper identification before going to classrooms, etc.



## SNOW DAY / TWO HOUR DELAY

When snow or ice creates hazardous driving conditions in Ruidoso, your cooperation in observing the following information will be appreciated:

1. Ruidoso Municipal Schools has a Phone Master, which can call all parents of students within about five minutes. In the case of a two-hour delay or school cancellation, all parents will be called. **Please ensure your preferred phone number is on file in the office.**
2. In addition to the phone call, the local radio and television stations (Ruidoso Schools Cable Channel 15) and the Ruidoso School website ([www.ruidososchools.org](http://www.ruidososchools.org)) will begin broadcasting any changes from the regular school day by 6:30 a.m. By this time, it will have been determined whether school will be cancelled, have a two (2) hour delayed start, or a three (3) hour delayed start
3. If weather conditions develop to require an early dismissal from school, the radio stations will broadcast the bulletin as soon as a decision has been made.
4. During days of "questionable" weather, please listen to the radio stations.
5. Should conditions exist that a delay is called; the instructional day will begin exactly two (2) or three (3) hours from regular time. Breakfast will not be served on these abbreviated days. However, lunch will be served at the normal times.

Local radio stations: 93.5, 101.5, and 1360 a.m.  
Local cable TV: 15 and Satellite: 4, 7, and 13.  
[www.ruidososchools.org](http://www.ruidososchools.org)

# STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES

Students may present a complaint or grievance regarding one or more of the following:

- Denial of an equal opportunity to participate in any program or activity for which the student qualifies that is not related to the student's individual capabilities.
- Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability.
- Harassment of the student which means knowingly pursuing a pattern of conduct that is intended to annoy, alarm or terrorize another person.
- Intimidation by another student
- Bullying by another student which means any repeated and pervasive written, verbal or electronic expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more students in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Bullying includes, but is not limited to, hazing, harassment, intimidation or menacing acts of a student which may, but need not be based on the student's race, color, sex, ethnicity, national origin, religion, disability, age or sexual orientation.
- Concern for the student's personal safety.

Provided that:

- The topic is not the subject of disciplinary or other proceedings under other policies and regulations of this District; and
- The procedure shall not apply to any matter for which the method of review is prescribed by law, or the Board is without authority to act.

The guidelines to be followed are:

- The accusation must be made within thirty calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance.
- The complaint/grievance shall be made only to a school administrator or professional staff member.
- The person receiving the complaint will gather information for the complaint form.
- All allegations shall be reported on forms with the necessary particulars as determined by the Superintendent.
- The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

Any questions concerning whether the complaint/grievance falls within this policy shall be determined by the Superintendent.

A parent or guardian may initiate the complaint process on behalf of an elementary school student.

A complaint/grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty calendar days from the date of the occurrence of the alleged incident. False or unproven complaint documentation shall not be maintained.

Retaliatory or intimidating acts against any student who has made a complaint under this policy and its corresponding regulations, or against a student who has testified, assisted or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint.

Knowingly submitting a false report under this policy shall, subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed.

## TARDINESS

Students are considered "Tardy" to school anytime they arrive after the classroom instruction time begins. Students should go directly to the office to receive a pass in order to get into class anytime they are late to school. **Students will be assigned lunch detention for every 2 tardies.**



## VISITORS/VOLUNTEERS TO SCHOOL/SIGNING IN AND OUT

Students may not bring school age relatives or friends to attend classes or parties. We welcome, encourage and invite parents to visit the school and their child's classroom. When you visit a classroom, it is a courtesy to notify the teacher in advance of your arrival. The district also has an active Volunteer Program (V.I.P.S.) with many opportunities to volunteer in the schools. Please ask at the office for more information.



**Please remember to sign in, receive a pass, and sign out in the office when you leave the building.**

## WEAPONS IN SCHOOL

The Board of Education recognizes that the presence of weapons in school not only creates unacceptable risks of injury or death, but also creates a climate that undermines the educational purposes of the schools.



This policy is enacted to implement the requirements of the federal Gun Free Schools Act of 1994, 20 U.S.C., 8921 and N.M.S.A. 1978, 22-5-4.7, and it is the intention of the Board that it be interpreted broadly to conform to these provisions of law.

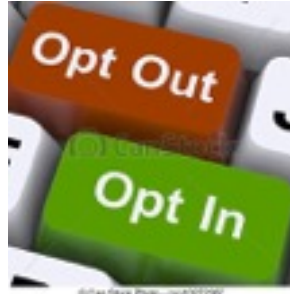
Accordingly, it is the policy of the Board that no student shall bring a weapon onto school property, nor carry or keep any weapon or “**look-a-like**” weapon on school property while attending or participating in any school activity, including during transportation to or from such activity.

Penalties for Violations: In compliance with the federal Gun Free Schools Act, any student found to be in violation of this policy shall be subject to discipline, including long-term suspension and expulsion.

## PHOTO OPT OUT

Throughout the school year, your child may be photographed to highlight school events: field trips, celebrations, assemblies, events with guest speakers, etc.

If you choose for the district/school to not use your child's picture anywhere, parents need to fill out the Photo Opt-Out Form and return it to the Main Office. Please get form from our school secretary.



## Parent/Guardian Handbook Receipt Page

Signing reflects that you and your student have read the 2018/2019 White Mountain Elementary Student/Parent handbook online at the Ruidoso schools website ([www.ruidososchools.org](http://www.ruidososchools.org)) and fully understand the procedures and expectations with the handbook for the current school year. If you do not have access to the internet, please request a student handbook in paper form from the office, sign in the appropriate location and return this form to your child's teacher by August 31, 2018. Thank you.

Student Name \_\_\_\_\_

Grade Level \_\_\_\_\_ Teacher \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Parent/Guardian Printed Name \_\_\_\_\_

Date \_\_\_\_\_

Office use only

.....

Date Received: \_\_\_\_\_