



STUDENT/PARENT HANDBOOK



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https://www.ruidososchools.org/sierravistapprimary_home.aspx

COVID-19 Amendments will be in this color

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SIERRA VISTA PRIMARY MISSION STATEMENT

All children will grow and learn in a safe and nurturing environment.

SCHOOL CALENDAR AT A GLANCE

Subject to change as COVID 19 guidance changes

August 24	Remote Start (all online)
September 7	NO SCHOOL Labor Day Holiday
September 8	Hybrid Start (Blue Group MT, Gold Group RF)- students will be in
remote	learning Wednesdays and days they are not face to face
October 9	End of Q1
October 12	NO SCHOOL Indegenious People's Day
November 23-27	NO SCHOOL Thanksgiving Holiday
December 18	End of First Semester (Q2)
Dec 21- Jan 3	NO SCHOOL Winter Break
January 4-5	Teacher workday/Professional Development
January 6	Students return to school
January 18	NO SCHOOL MLK Day
February 15	NO SCHOOL Presidents' Day
March 12	End of Q3
March 22-26	NO SCHOOL Spring Break
April 2	NO SCHOOL School Holiday
May 21	Last Day of School

RMSD 2020-21 Calendar
Ruidoso Municipal School District
Calendar 2020-21

Approved by the RMSD Board of Education on July 28, 2020

July					August					September						
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F		
		1	2	3	3	4	5	6	7	Aug. 6 - In-service/PD		1	2	3	4	Online Learning
6	7	8	9	10	10	11	12	13	14	Aug. 7 - Workday	7	8	9	10	11	Sep. 7 - Labor Day
13	14	15	16	17	17	18	19	20	21	Aug. 10 - 18-PD	14	15	16	17	18	Sep. 8 - SVP-WME begin Hybrid
20	21	22	23	24	24	25	26	27	28	Aug. 19 - Online Learning	21	22	23	24	25	
27	28	29	30	31	31						28	29	30			
18 staff days										21 staff days						

October					November					December							
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F			
			1	2	2	3	4	5	6			1	2	3	4	Online Learning	
5	6	7	8	9	9	10	11	12	13			7	8	9	10	11	Oct. 9 - End of 1st grading period
12	13	14	15	16	16	17	18	19	20			14	15	16	17	18	Oct. 12 - Indigenous People's Day
19	20	21	22	23	23	24	25	26	27	Nov. 23-27 - Thanksgiving	21	22	23	24	25	Dec. 18 - End of 1st Semester	
26	27	28	29	30	30							28	29	30	31	Dec. 21- Jan. - Winter Break	
21 staff days					16 staff days					14 staff days							
90 staff days																	

January					February					March							
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F			
				1	1	2	3	4	5			1	2	3	4	5	Jan. 1-3 Winter Break Continued
4	5	6	7	8	8	9	10	11	12			8	9	10	11	12	Jan. 4 - Workday
11	12	13	14	15	15	16	17	18	19	Feb. 15 - Presidents' Day	15	16	17	18	19	Mar. 12 - End of 3rd grading period	
18	19	20	21	22	22	23	24	25	26			22	23	24	25	26	Jan. 5 - In-service/PD
25	26	27	28	29								29	30	31			Jan. 6 - Students Return
19 staff days					19 staff days					18 staff days							

April					May					June						
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F		
			1	2	3	4	5	6	7			1	2	3	4	Apr. 2 - School Holiday
5	6	7	8	9	10	11	12	13	14	Graduation-TBD	7	8	9	10	11	SVP/WME/RMS/RHS-ELTP-1st-4th
12	13	14	15	16	17	18	19	20	21	May 21 - Last day of school	14	15	16	17	18	SVP/WME/RMS/RHS-ELTP-7th-10th
19	20	21	22	23	24	25	26	27	28		21	22	23	24	25	SVP/WME/RMS/RHS-ELTP-14th-17th
26	27	28	29	30	31					May 31 - Memorial Day	28	29	30			
21 staff days					15 staff days					92 staff days						
Total Staff Days (182)																

DAILY SCHOOL SCHEDULE

7:15 Doors Open
7:20 **School Begins**
7:35 Oops! You're Tardy!
2:30 Dismissal

****Wednesday Early Release at 1:00****

No School on Wednesdays during remote or hybrid learning

Please note that we do not provide before or after school care. Building doors will open at 7:15 AM. Students should go directly to the classroom after being dropped off. First and Second graders will be expected to walk themselves to class beginning August 24th.

Students' temperatures will be checked upon getting off of the bus or in their classroom. Duty people will assist students in getting to their classrooms. Six feet social distance guidelines will be in place for all.

- ★ Visitors and volunteers are restricted from entering the school building without prior appointment or administrative approval. Please do not walk your students to the building.**
- ★ Approved visitors must wear face covering, utilize the hand sanitizing station, submit to a temperature check and follow social distancing guidelines.**
- ★ Approved visitors must check in at the front office.**

TARDIES AND ATTENDANCE

Students are considered TARDY after 7:35 and an adult must walk them in and sign them into the office.

Parents must walk students up to the door, ring the bell and an office person will come to the door to allow the student to be signed in. Students must be accompanied to the door by an adult.

Attendance is very important to a student's academic success. If students are tardy or picked up early, they miss instruction.

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. Written notices should be brought to school on the student's first day back.

2. If a student checks out before 11:00am he/she will be considered absent for 1/2 day in the afternoon.
3. A student will be counted tardy if he/she arrives after 7:35. If a student checks in after 9:30 he/she will be considered absent for 1/2 day in the morning.

Remote learning, Warrior Online Academy and Hybrid learning attendance will be taken. Procedures will be explained by the classroom teacher.

General Attendance Guidelines

- If your child reaches (5) absences a letter will be sent from the school for “early identification and intervention”.
- A child will be considered a Habitual Truant and a letter will be sent if a student reaches (10) absences.
- The office will be notified when a student reaches (4) absences and/or (4) tardies.
- When a student reaches (15) absences and at (34) absences NM school districts must report to the local Probation Officer.
- Absences exceeding (9) school days move students into the “at risk” zone.
- Children who miss (17+) days are considered “chronically absent” and “at risk” for struggling to succeed

RUIDOSO MUNICIPAL SCHOOLS

News - Legislature passes HB236, the Attendance for Success Act

HERE ARE THE FACTS: NEW MEXICO LEGISLATURE - ATTENDANCE FOR SUCCESS ACT 2019 (SECTIONS 1 THROUGH 14)

→ The New Mexico “School Compulsory Law” has been replaced by the above titled “Act”.

- **Absence for “any reason”** - The state expects schools to actively collaborate with you and your student to problem solve for a student who misses 5% (9 or more) school days for **any reason**.

(This is a “change” in attendance laws. “Any reason”, not just “unexcused” absences.) The goal of the ACT is “Student Success”. The message of the act is “if your student is not here, research has shown absences can affect your child’s success.”

Our “State” expects the School District to keep “accurate” records of your child’s attendance and absences.

Important Definitions:

- **Excused Absences** – Absence from a class or school day *for a death in the family, medical absence, religious instruction or tribal obligations or any other allowable excuse* pursuant to the policies of the local school board. This also includes those activities sponsored by a public school.
- **Chronically Absent** - A student has been absent for ten percent (10%=17 days) or more of classes or school days **for any reason, whether excused or not**. The ATTENDANCE ACT directs the school to work with the parent and student, informing the parent of the student’s attendance history, the impact of student absences on student academic outcomes, the interventions or services available to the student or family and the consequences of further absences. (See “Excessively Absent” definition below.) In fact, the ACT directs that the local **Probation Services Office**, as part of *Children Youth and Family Department-CYFD* be informed when a student’s absences reach “15”. *(They will require information from the school as to what efforts have been made to help your student be in school.)*
- **Unexcused Absence** – An absence from a class or school day for which the student does not have an “allowable” excuse pursuant to the Attendance for Success Act or policies of the local school board. Parent notes explaining reasons for absences **are to be turned into the front office the day** your child returns after the absence. *If the parent authorization note is not given on the day of return, after two (2) school days of the absence without a parent note being provided, the absence will remain UNEXCUSED.*
Remember that all absences are recorded and subject to Attendance for Success Act guidelines.
- **Excessively Absent** – A student who is identified as needing **intensive support** and **has not responded to intervention efforts** implemented by the public school. The ACT defines “intensive support” as interventions for students who are missing twenty percent (20% = 34 absences) or classes or school days **for any reason**

DISMISSAL / STUDENT CHECK-OUT

Dismissal

-Dismissal time is at 2:30 PM every day except Wednesdays. On Wednesday dismissal time is 1:00 PM to enable our staff to have professional development time. **THERE WILL BE NO WEDNESDAY IN PERSON SCHOOL DURING HYBRID LEARNING. LEARNING WILL BE ONLINE ONLY FOR ALL STUDENTS ON WEDNESDAYS.** **Please be considerate and respectful to our staff and pick your student up on time!** If your student is not picked up 30 minutes after release time and we are unable to contact a parent or any of the emergency contacts, the school resource officer will be contacted to transport your student to CYFD or the Police Station.

-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.***

- ★ **Visitors and volunteers are restricted from entering the school building without prior appointment or administrative approval.**
- ★ Approved visitors must wear face covering, utilize the hand sanitizing station, submit to a temperature check and follow social distancing guidelines.
- ★ Approved visitors must check in at the front office.

-Teachers will 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.

-Anyone checking a student out early may be asked to present a photo ID. Please have photo ID ready at all times.

Changes to how students will go home/get picked after school and early checkouts will **not** be conducted after 1:30 MTRF and after 12:00 on Wednesdays.

Admittance to Building/Signing in and Out

- ★ **Visitors and volunteers are restricted from entering the school building without prior appointment or administrative approval.**
- ★ Approved visitors must wear face covering, utilize the hand sanitizing station, submit to a temperature check and follow social distancing guidelines.
- ★ Approved visitors must check in at the front office.

(Applies to ALL visitors and volunteers that enter the buildings)

-For the safety of our students, parents, and staff, ALL visitors and volunteers, including spouses 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.

VISITORS IN SCHOOL

*-Students are **NOT** allowed to bring visiting children to school because of problems involving responsibility and liability or supervision. Parents and guardians are welcome visitors. Please make prior arrangements with the teacher and check in at the office before entering the classroom.*

Pets

-Due to liability concerns and the welfare of students with allergies, pets are not allowed at school. The only exception to this is 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.

BUS INFORMATION / TRANSPORTATION / PICK-UP & DROP-OFF

-All students must be picked up and dropped off at the designated area– the drive up in the front of school for 1st and 2nd grade, the north/west entrance for Kindergarten and west gym entrance for PreK. Please refrain from letting your child out of the vehicle before reaching the designated drop off area. Use the designated crosswalks to walk your children across lanes of traffic and make sure you have made eye contact with a staff person before letting go of your child. **No walk-ups will be permitted. You may not park and walk your student to or from the building; you must stay in your vehicle and utilize the car drop-off/pick-up lines.** Please observe speed limits in the school zones. **Siblings from different grade levels that get picked up in different locations will not be allowed to be picked up at a consolidated location. Each location sight will be utilized.**

-NM PreK students will be required to be signed in and signed out with SVP staff daily unless they are a bus rider. **PreK staff will receive students from the vehicle and check the appropriate form to sign students in and out. Please visit with your PreK teacher for details.**

-If you need to enter the building, please park in the designated areas located at the front of the building.

- ★ **Visitors and volunteers are restricted from entering the school building without prior appointment or administrative approval.**
- ★ **Approved visitors must wear face covering, utilize the hand sanitizing station, submit to a temperature check and follow social distancing guidelines.**
- ★ **Approved visitors must check in at the front office.**

-For your student's safety, the building doors will not open before 7:15 AM.

- Please do not park in the bus loading areas in the back of the buildings.

- Please do not park in the WME parking lot.

-If you do not have a NM PreK student or Head Start student, who must be signed in and out, please avoid parking in the West parking lot.

-Please do not park in fire lanes.

-Please advise anyone picking up your child of the specific locations and procedures.

Please note, there will be no walk-ups. Students must ride the bus or be picked up in a car line. If you have an extenuating circumstance, please make an appointment with administration so a plan can be implemented.

Placards - All SVP students will be issued two placards for vehicles that may be picking the student(s) up. If a car does not have a placard, the driver will be asked to park and walk in, with proper identification, to check the student(s) out (even if at the North West entrance). **Person(s) picking student(s) up without a placard will be asked to park, present their ID, and wait for the student to be escorted to the car.** It is the family's responsibility to ensure that the vehicle picking the student up has the placard. Please notify the office if a card needs replacing or if information changes.

THERE WILL BE NO RENDEZVOUS

(DUE TO COVID-19 REQUIRED SAFETY PROCEDURES/PROTOCOLS)

Rendezvous - In an attempt to help our families with students attending **BOTH** WME and SVP, or with siblings in different grade levels in SVP, we will arrange a rendezvous location (most likely the SVP gym - park at Kids Connection and walk to the west gym entrance). SVP students will not be released to vehicles without the proper placard(to be brought in) and student sign out must occur. A Rendezvous Request form must be filled out and given to both schools in order for this to be documented.

Every attempt will be made to make the process as seamless and efficient as possible, but please remember; SAFETY before convenience.

Any extenuating circumstances that require a possible deviation from the above expectation requires a meeting with administration.

Please be courteous to duty personnel.

-Telephone bus change requests must be received before 1:30 PM (12:00 PM on Wednesdays).

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 office as soon as the student arrives at school. Any changes need to go through the office. **Changes to how students will go home/get picked after school and early checkouts will not be conducted after 1:30 MTRF and after 12:00 on Wednesdays.**

-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.

Students will be assigned a seat and must adhere to the assignment. Face covering must be worn. Student temperature will be taken before getting off of the bus.

SNOW DAYS/DELAYS

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

-Ruidoso Municipal Schools has an automated phone system. All numbers will be given a call with pertinent information. **Please ensure your preferred phone number is on file in the office.**

-In addition to the phone call, the local radio and television stations will begin broadcasting any changes from the regular school day by 6:30 AM. Determination will be announced of whether school will be cancelled or have a two (2) or three (3) hour delayed start.

-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.

-During days of “questionable” weather, please listen to the radio stations.

-Local television stations air school delay and closure updates.

-Information will be updated on the school’s Facebook page.

-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.

SCHOOL HEALTH

-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.

Due to COVID 19, students with symptoms of COVID will be screened and sent home. Please do not send your child to school if he/she is sick. Please do not send your child to school if he/she has had a fever.

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 and office 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.

It is critical that current contact information is up to date and if called you come immediately to pick your student up.

****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, including a completed Ruidoso Authorization to Administer Medication Form, signed by the parent or guardian. 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. Parents are invited to school to administer medication to their child.

Immunizations:

ALL students must be properly immunized to attend school. Please check with the school's nurse if there are any questions regarding current shot records.

Insurance:

RMSD makes student accident insurance available to all regularly enrolled students of the school. Parents are responsible for purchasing this policy if desired.

EMERGENCY/SCHOOL SAFETY

Emergency Contacts

- 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 during the year.*

RMSD has updated safety measures based on recommendations from the Department of Homeland Security and RPD.

Each school has specific safety drills for fire, lock down, shelter in place and emergency evacuation. Drills are practiced on a regular basis. Should you need to pick up a student from school when a drill is in progress, you will need to wait until the drill is completed to do so.

Off Campus Evacuation: in case the need arises for all students/staff to vacate or be removed to a separate location away from the school building, families will be notified through the Phone Messenger program of the location and procedures for reuniting with students. It is important to keep off of cell phones and keep school phone lines open. As soon as incidents are stabilized, you will be contacted regarding your student. **PLEASE KEEP YOUR EMERGENCY CONTACT INFORMATION UPDATED AT ALL TIMES.**

Emergency Lock Down: During an Emergency Lock-down, 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, with proper identification provided. A designated sign out location will be determined by administration with consideration of the surrounding circumstances. Your cooperation, patience, and understanding of the situation will assist the school staff and administration should an evacuation or lockdown occur. As always, student safety will determine the course of action taken.

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.** It is the intent of the Board that it be interpreted broadly to conform to these provisions of law.

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.

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 transportation to or from such activity.

Discipline

Sierra Vista Primary uses a positive discipline program. This program focuses on developing positive and respectful relationships in the classroom and throughout the school. Positive behavior =Positive Results in Academics. A Behavior Matrix will be given by the classroom teacher. Capturing Kids Hearts is the school wide positive behavior support program. All disciplinary referrals sent to the principal will follow the District Behavior Matrix.

Harassment/Bullying

Incidents of harassment may be defined as “any physical contact such as touching, pinching, patting, pulling at clothes, or intentional brushing against another person”. Bullying is defined as “targeted, repeated aggression or harassment”- ***An Imbalance of Power:*** Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people. ***Repetition:*** Bullying behaviors happen more than once or have the potential to happen more than once.

All reports of harassment and bullying are thoroughly investigated by the principal and/or authorities following school policy and procedure.

Reporting of Abuse/Neglect

Suspicion of abuse/neglect and educational neglect will be reported to authorities. The school staff and administration are obligated, by law, to report any incident reported to them by a student or parent.

CAFETERIA

Students will eat in their classroom with their classroom cohorts until further notice.

-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.

Visitors will not be allowed to come in and have lunch with their students at this time.

-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 and general guidelines while in the cafeteria are listed below.

Prices (subject to change)

Elementary Student Breakfast	Free
Adult Breakfast	\$2.00
Regular Student Lunch (elementary)	Free
Adult Lunch	\$3.25

-Lunch and breakfast will be provided free of charge to all elementary students in the Ruidoso Municipal Schools district for the 2020-21 school year.

-There is no microwave or refrigerator in the cafeteria available to students. Given the numerous food allergies present, for the health and safety of students, lunches may not be shared amongst students.

If student brings lunch from home, it needs to be in a disposable bag and be able to be managed by the student. Do not send foods that need to be heated.

LUNCH SCHEDULE -

Pre K: 10:15-11:45 AM

Kindergarten: 11:10-11:55 AM

First Grade: 11:35-12:20 AM

Second Grade: 12:00-12:45 PM

Food From Home for School Activities

-Throughout the school year, opportunities to bring food items from home, for special activities, may arise. **Please know these items must be prepared in a commercial kitchen, sealed and labeled (i.e. purchased from a store) for the safety of all students.** Homemade food is not allowed in the classroom. Please refer to the District Policy or see the Superintendent if you have any questions.

COUNCILS

Meetings will need to be held via Zoom meetings or other virtual meeting formats at this time.

Parent Advisory Committee/ School Advisory Council

In an effort to further improve communication, community acceptance, decision-making, and overall credibility, The Parent Advisory Committee (PAC) will be established at the beginning of each new school year. Meeting times and places will be determined at the first meeting. The PAC 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 fundraisers and provides support for all school programs and is an avenue for parent feedback which is used to shape the direction of the school. Another great way to be involved is by serving on the School's Advisory Council (SAC) 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.

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. There is also a school social worker on site to offer assistance to students/families. School-wide, individual, and group services are provided through the School Based Health Center 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.

DRESS CODE

- A face covering is required for all students, staff, and guests who enter with an appointment. Face coverings must follow dress code standards.

-Appropriate dress in school is important because of the effect which students' dress and grooming have upon student behavior and commitment to learning. 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. In order to maintain an atmosphere conducive to learning, students should exercise good taste with regard to their personal appearance. Attire considered disruptive or attire that could present a health or safety problem is not appropriate. **No hats or baseball caps are allowed to be worn inside the building. Please send your student to school with shoes other than sandals on PE day.**

-Ensure your child's clothing is 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.

-The school administration has the final determination of appropriate dress.

STUDENT PROPERTY, FEES, & ELECTRONICS

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 in Lost and Found 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.

Electronic Devices/ Toys From Home

Cellular phones, and other electronic gaming and communication devices, including Smart Watches, are **not allowed** in school. These devices may cause distractions and disruptions to the instructional setting and may be misplaced or stolen. *Emergency messages* will be handled through the office personnel. Students should leave their toys at home unless it is their designated turn to participate in Show and Tell. **Please check your child's backpack daily to ensure toys don't make their way to school.** Of special concern are toy weapons. If a toy weapon is confiscated, a parent will be called to retrieve the toy from school and disciplinary action may occur.

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. 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 (dependent upon grade/age), of homework per night.

With remote, hybrid and online learning taking place this year, it is important that parents communicate with their child's teacher to be able to access the learning platforms, zoom meetings, support their students with the online component and create a place and schedule for students to be able to do their schoolwork.

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. Library expectations are covered at the beginning of the school year with all students. Students are

expected to demonstrate a respectful and responsible behavior while in the library.

-Each school's library collection contains books, magazines, reference materials, and CDs. Books are checked out on a weekly basis and a fee will be charged for any late, lost, or damaged books.

Books will not be checked out at this time. Library stories and activities will be delivered by the librarian in the classroom.

PHYSICAL EDUCATION

-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. Please see that your child is dressed appropriately for this activity (closed-toed 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.

-Please be sure to dress your student in clothes for play and in shoes with closed toes for PE.

It is important for students to move and learn about healthy exercise habits. PE will still take place, socially distanced.

STUDENT PLACEMENT

-Parent request forms will be available to turn in at a designated time in the Spring.

-Placement decisions will be made using the following criteria:

Heterogeneous grouping, academically

Equal ratio of boys and girls

Equal ratio of ethnicity

Equal number of students among teachers

- Student schedules will be prepared at the end of each year and finalized in August.

-While every effort will be made to honor teacher requests, the school principal has the final determination of class placement.

REPORT CARDS & PARENT/TEACHER CONFERENCES

-Report cards will be sent home four (4) times during the school year. Parent Teacher Conferences will be scheduled as part of the first and third reporting periods. Teachers will make every effort to schedule a time that will be convenient for the family. If there are any other times in which a parent needs to meet with a teacher, please call the school and schedule a meeting.

Parent Teacher Conferences are scheduled but the format is TBD. Conferences may be held by Zoom or other electronic means. It is important to have contact information, including email, up-to-date.

VOLUNTEERS

★ Visitors and volunteers are restricted from entering the school building without prior appointment or administrative approval.

★ Approved visitors must wear face covering, utilize the hand sanitizing station, submit to a temperature check and follow social distancing guidelines.

★ Approved visitors must check in at the front office.

Guidelines for Parents/Volunteers When Working with Students

We appreciate your gift of time and talent toward helping our students learn. The following guidelines are useful to volunteers who help at our school.

1. Remember that the teacher is legally responsible for all students in the classroom and is in charge.
2. The teacher will guide and direct the activities.
3. We always treat children and adults with respect.
4. Primary discipline must come from the teacher.
5. The parent/volunteer may support and reinforce the teacher's directions in a non-aggressive manner.
6. Students who are non-compliant need to be directed back to the teacher.
7. We do not touch students unless it is an emergency or it is part of an activity that the teacher has prepared.
8. All volunteers must have a background check in place and a district ID badge. The district does pay for the background check.

IMPORTANT TELEPHONE NUMBERS

Boys & Girls Club	(575) 808-8338
Bus Barn	(575) 378-5410
Ruidoso Municipal Schools Central Office	(575) 630-7000
School Based Health Center	(575) 630-7974
Sierra Vista Primary School	(575) 258-6401
Sierra Vista Primary School FAX	(575) 258-6399

All Ruidoso School District policies and procedures can be found at: <http://www.ruidososchools.org>

Confirmation Page

I have received a copy of the 2020-2021 Sierra Vista Primary Parent Handbook. I have read and understand the procedures presented.

Student Name

Grade Level

Teacher

Date

Parent Signature

Please return this page to your classroom teacher by September 14, 2020. Thank You!