



Ruidoso Municipal Schools

White Mountain Elementary School



Student/Parent/Guardian Handbook 2023-2024

Ruidoso Municipal Schools Administrative Office

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

White Mountain Elementary

Mayra Lucero	Principal
Melanie Irvin	Assistant Principal
Alejandra Gonzalez	Administrative Assistant
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203 White Mountain Dr.
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School Nurse
Patricia Ordorica-Woody, BSN, RN
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Monday – Friday
Office Hours: 7:30 AM – 3:30 PM

(All school information can be found on the Ruidoso website 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 Mountain Elementary School

Ruidoso Municipal School District Calendar School Year 2023-2024

Approved by the RMSD Board of Education on May 9, 2023

2023																							
July								August								September							
Sun	Mon	Tues	Wed	Thurs	Fri	Sat		Sun	Mon	Tues	Wed	Thurs	Fri	Sat		Sun	Mon	Tues	Wed	Thurs	Fri	Sat	
						1				±	±	±	±	±	±						1	±	
2	3	4	5	6	7	8		6	7	8	9	10	11	1±		3	4	5	6	7	8	9	
9	10	11	1±	1±	1±	1±	1±	1±	14	15	16	17	18	19		10	11	12	13	14	15	16	
16	17	18	19	±0	±1	±2		±0	±1	±2	±3	±4	±5	±6		17	18	19	±0	±1	±2	±3	
±3	±4	±5	±6	±7	±8	±9		±7	±8	±9	±0	±1				±4	±5	±6	±7	±8	±9	±0	
±0	±1																						
								7 Staff In-service 8 Staff Workday 9 Student Orientation 10 First Day of School with Transportation								4 Labor Day Holiday							
October								November								December							
Sun	Mon	Tues	Wed	Thurs	Fri	Sat		Sun	Mon	Tues	Wed	Thurs	Fri	Sat		Sun	Mon	Tues	Wed	Thurs	Fri	Sat	
±	2	3	4	5	6	7		±	±	±	1	2	3	4		±	±	±	±	±	±	±	±
8	9	10	11	12	13	14		5	6	7	8	9	10	11		3	4	5	6	7	8	9	
15	16	17	18	19	±0	±1		1±	13	14	15	16	17	18		10	11	12	13	14	15	16	
±2	±3	±4	±5	±6	±7	±8		19	±0	±1	±2	±3	±4	±5		17	18	19	±0	±1	±2	±3	
±9	±0	±1						±6	±7	±8	±9	±0				±4	±5	±6	±7	±8	±9	±0	
								1 Parent/Teacher Conference SVP/WME 7 Election Day Thanksgiving Break								Winter Holidays							
2024																							
January								February								March							
Sun	Mon	Tues	Wed	Thurs	Fri	Sat		Sun	Mon	Tues	Wed	Thurs	Fri	Sat		Sun	Mon	Tues	Wed	Thurs	Fri	Sat	
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7	8	9	10	11	12	1±		4	5	6	7	8	9	10		3	4	5	6	7	8	9	
14	15	16	17	18	19	±0		11	12	13	14	15	16	17		10	11	12	13	14	15	16	
±1	±2	±3	±4	±5	±6	±7		18	19	±0	±1	±2	±3	±4		17	18	19	±0	±1	±2	±3	
±8	±9	±0	±1					±5	±6	±7	±8	±9				±4	±5	±6	±7	±8	±9	±0	
								19 President's Day Holiday								13 Parent/Teacher Conference SVP/WME Spring Break 29 School Holiday							
April								May								June (ELTP)							
Sun	Mon	Tues	Wed	Thurs	Fri	Sat		Sun	Mon	Tues	Wed	Thurs	Fri	Sat		Sun	Mon	Tues	Wed	Thurs	Fri	Sat	
	1	2	3	4	5	6					1	2	3	4								±	
7	8	9	10	11	12	1±		5	6	7	8	9	10	11		±	±	±	±	±	±	±	
14	15	16	17	18	19	±0		1±	13	14	15	16	17	18		9	10	11	1±	1±	1±	1±	
±1	±2	±3	±4	±5	±6	±7		19	±0	±1	±2	±3	±4	±5		16	17	18	19	±0	±1	±2	
±8	±9	±0						±6	±7	±8	±9	±0	±1		±3	±4	±5	±6	±7	±8	±9		
								23 Last Day of School 19 RHS Graduation 4:00 PM															



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

White Mountain Elementary School strives to educate the whole child intellectually, emotionally, culturally, socially, and physically by offering rich and engaging instruction in a safe, respectful, and caring environment. Our students and staff strive to be independent thinkers and life-long learners.

Our Values

We believe that collaboration among school, home, and community is essential in ensuring students meet our high academic and behavioral standards and achieve their fullest potential.

DAILY SCHEDULE

BELL / DAILY SCHEDULES

7:15 AM Parent Drop Off Begins/ Buses Arrive
7:20 AM School Begins
7:30 AM All Doors Locked

***Tardy Students: Parents must accompany students to the front door to be signed in.**

10:45-11:40 AM 3rd Grade Lunch/Recess (Staggered)
11:40-12:35 PM 4th Grade Lunch/Recess (Staggered)
12:35-1:27 PM 5th Grade Lunch/Recess (Staggered)
2:35 PM Dismissal/Load Buses
2:40 PM Buses Depart

Wednesdays-Early Release at 1:05 p.m.

WME Start Time for 2023-2024

*WME - Students will be admitted into the building at 7:15 AM. Classes start at 7:20 a.m. Please see attached drop-off and pick-up information.

****Late Arrivals after 7:30 AM: WME parents/guardians will be required to accompany their child to the main entrance where they will be met by office staff.**

Bus or Pickup Note changes

- Telephone bus or pick up changes need to be made **before** 1:30 PM to ensure students are notified of change prior to dismissal.

Early Checkout Procedure

- For students needing to check out of school early, the parents will sign out the student at the office to have the student released.
- A liaison/designated employee will gather the child and his/her belongings and escort the child to the parents who will be waiting outside.
- The liaison/designated employee will greet the parent/guardian.
- Bus or Pickup note changes: **Telephone bus or pick up changes need to be made before 1:30 p.m.**

Communication

- Communication is of the utmost importance. Ruidoso Municipal Schools will communicate important health issues and school closures via the RMSD Facebook page, the RMSD web page, Robocall, and texts, as appropriate.
- In the event of emergency communication concerning COVID-19 or other medical/health issues, the school nurse or designee will inform families as appropriate.
- We believe communication between home and school regarding a child's progress is vital, however since the teacher's duty day is 7:15 AM. to 3:00 PM, 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.
- Opt-in to receive text messages- Using the cell phone you want to receive messages, text **YES** to the number **67587**

****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.**

Medical/Dental Appointments

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

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 information form has current emergency contact information. Office personnel will call 911 only in a situation deemed appropriate by the school nurse.

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.

Health Protocols:

- Depending on the student's health care needs, the Nurse will schedule times to address the student's needs.
- Students who wake up feeling sick should stay home.
- Students arriving sick to the school setting or reporting illness during the school day, will be: Isolated in a separate room immediately pending assessment and evaluation
- All ill students will be assessed and evaluated by the school nurse.

- Students will be sent home when it is determined the individual is too ill to remain in school.
- Students must be retrieved by the parent/guardian within two hours. All parents/guardians will be met at the entrance door to escort their child home.
- CYFD/local authorities will be notified if any child left longer than two hours without reasonable notification.
- 911 **WILL** be called for situations which are life-threatening in nature.

Visitor Protocols

Our visitor protocols help the school avoid incidents of a disruptive nature by controlling the flow of visitors, including parents and guardians. These procedures help ensure accountability in regards to who visits a school at any given time and will provide administrators with the names of all visitors in the school in the event of a school emergency.

Our students, employees, and visitors deserve a safe learning and work environment. We appreciate your understanding and support as we work to ensure the safety of our school. To ensure the safety of all adults and children in our facilities and to ensure the speed and accuracy of our visitor check-in process:

- Upon arrival, all visitors must check in at the main office, present a state-issued picture identification and state the purpose of their visit.
- Administrators or office staff will verify appointments or other reasons for the visit.
- Visitors are required to wear a visitor's badge sticker provided by the school at all times while the visitor remains in the school building or on school premises.
- Any person seen on the school site without an RMSD ID or a visitor pass must be directed to the front office. The principal shall be notified immediately if refusal to cooperate exists.
- Visitors must remain in approved areas only.
- Visitors must at all times act in a manner appropriate to the safe functioning of the school environment. Any individual who engages in uncooperative or disruptive behavior will be required to leave the premises.

- The district reserves the right to deny an individual entry to any school building when there is reason to believe that such an individual's presence would be detrimental to the operation of the school and the learning environment.
- School office staff will be glad to help ensure that any items that parents or guardians have to drop off will be taken down to the child's classroom as soon as possible.
- If you are a visitor during a special event that takes place during the day, the administrators will ensure there is sufficient intentional monitoring. Visitors will still be required to sign in at the main office.
- Visitors shall use the "parent table" if eating in the cafeteria. Visitors are asked to call ahead of time to make arrangements.
- Visitors shall at no time be alone with any student other than their own child.
- If a parent or guardian needs to speak to their child's teacher, they may make an appointment with their child's teacher by emailing him/her, sending a note via the child, or stopping by the office to request a meeting, etc.
- At the conclusion of the visit, visitors shall sign out using the Visitor Registration form and return the Visitor's Pass.
- Students are NOT allowed to bring visiting children to school because of problems involving responsibility for supervision, disturbance of class routines, and liability.

Visitors wanting to meet with administration are encouraged to make an appointment prior to visiting to ensure that the administrator is available and has time blocked off to meet, or fill out a Principal Meeting Request Form if dropping in and administration is unavailable. One administrator will reach out within 24 hours if at all possible to schedule an appointment time.

****School administrators and office staff will help facilitate communication in any way they can. Partnerships with parents/guardians are valued, and communication with your child's teacher is encouraged.**

Community, Parent and Volunteer Participation

Generally, volunteers work four or more hours a month in classrooms, the library, and on field trips, etc. to support programs and students. A volunteer usually contributes on a regular schedule.

All those wanting to volunteer in the district are required to follow the steps below:

1. Complete the Volunteer In Public Schools Application, which may be picked up in the school office.
2. Complete a one-hour site-based training and submit signed confirmation of training.
3. Applications from parents and grandparents will be screened utilizing an appropriate licensed background check service. Other applicants will be screened additionally through the FBI Criminal History Background Check and Department of Public Safety (DPS) Background Check. The DPS cost may be paid by the volunteer or by the requesting school.
4. Once the volunteer is cleared by Central Office, the volunteer will reach out to the teacher and/or administration to schedule their volunteer days/times and duty expectations in the building.

Parent involvement is crucial to our school and student success. Every attempt will be made to have a Parent Advisory Committee (PAC). One teacher representative will be chosen as official representative.

Guidelines for Parent/Volunteers working with students

We have many activities or field trips planned with support from parents and volunteers. Here are some helpful guidelines for you to give volunteers when participating and interacting with children in the classroom and on fieldtrips:

1. Remember that the teacher is responsible for all students in the classroom and is in charge.
2. The teacher directs and gives students their assignments.
3. We treat children and other 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. If a student is non-compliant, please refer the student to the teacher.
6. Parents/Volunteers should not touch students that are not their own child unless it is an emergency or it is part of an activity that the teacher has prepared.
7. We treat all children the same.

ATTENDANCE

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).
2. On the 3rd absence, written notification will be sent to the parents.
3. On the 6th absence, written notification will be sent to the parents.
4. On the tenth (10) absence, written notification will be mailed to the parents.
5. 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.
6. 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.
7. Out of school suspension for any reason, will be counted as part of the ten (10) day accrual.
8. 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.

TARDINESS

Students are considered "Tardy" to school after 7:30 AM. ***WME parents/guardians will be required to accompany their child to the main entrance where they will be met by office staff for temperature check and health questions.***

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.

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.

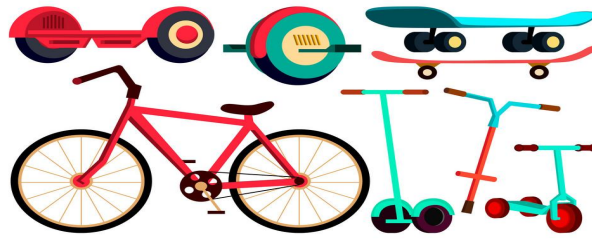
Important Definitions:

- **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**. |

***NOTE:** At this stage the **ATTENDANCE FOR SUCCESS ACT** *directs* that the “local school board” **shall report** the excessively absent student to **the probation services office** of the judicial district in which the student resides for an investigation as to whether the student should be considered to be a “**neglected child**” or a “**child in a family in need of family services**” because of **excessive absenteeism** and, thus, subject to the provisions of the Children’s Code.

The State of New Mexico and our District are committed to help your child to ***be here and be successful!***

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.

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.**

PICK-UP AND DROP-OFF PROCEDURES



All students need to be picked up and dropped off at the designated area. 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.

In an effort to help with morning and afternoon traffic flow & student safety we are asking for your help with the following areas:

There are no walk-ups during drop off and pick up at WME. All parents dropping off and picking up must stay in their vehicles and utilize the car lane. Staff will be available to assist.

- ★ Parents, in order to help with traffic flow please enter the WME drop off/pick up lane via **White Mountain Drive/Warrior Drive.**
- ★ 3rd, 4th and 5th Grade students should be seated behind the *driver's* seat for fast unloading and loading if at all possible.

MULTIPLE SIBLINGS AT SVP and WME:

- ★ **Morning Drop-Off: (7:15-7:30 AM)**
Parents with both Pre K/ Kindergarten student(s) and 3-5 Grade student(s) may drop off the younger grade siblings on the **Southeast back of SVP (right across Kids Connection Parking Lot).**
- ★ **Afternoon Pick-Up: (2:35 PM)**
Parents with multiple students at SVP and WME may pick all students up at one location. Older WME siblings will meet their youngest sibling and be picked up via the youngest sibling's designated pick up area (PreK & Kindergarten-Southeast Side). Parents, please communicate **IN WRITING** to the older sibling's teacher the younger sibling's full name and teacher that they will need to go to in the afternoon for pick up. *i.e. Johnny Appleseed (2nd grade-Ms. Frizzle) will meet Jill Appleseed (Kindergarten- Mrs. Puff) for pick-up.*





BUS INFORMATION / TRANSPORTATION



Bus Transportation Information

- Transporting students to and from schools requires the following:
 - Students to sit in an assigned seating
 - A maximum of two students may sit together on a bus seat.
1. Morning drop-off (before the tardy time) begins at 7:15 AM and after-school pick-up is at 2:35 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 the 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 ensure 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 ensure 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
- Hands to yourself – not on others
- Students will have assigned seats in the cafeteria
- Sharing of food and drinks is unacceptable
- Raise your hand for anything you might need
- Leave large bags of chips, snacks and sodas at home
- Be quiet in the hall and **walk** when going outside from the cafeteria
- Keep all foods and drinks in the cafeteria
- Keep playground clean

Kindergarten-5th grade students qualify for free breakfasts and lunches for the 2023-2024 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.

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.

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.



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 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.

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

- For students needing to check out of school early, the parents will call the office to have the student released.
- A liaison/designated employee will gather the child and his/her belongings and escort the child to the parents who will be waiting outside.
- The liaison/designated employee will greet the parent/guardian.
- Bus or Pickup note changes: Telephone bus or pick up changes need to be made before 1:30 PM

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. 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.

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.***

EMERGENCY INFORMATION/SCHEDULED SAFETY DRILLS

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.

The New Mexico Legislature passed **SB 147 (effective July 1, 2019)** which requires schools to conduct emergency drills throughout the school year. There are new requirements for school evacuation and active shooter drills. An emergency drill shall be conducted in each public and private school once a week during the first four weeks of the school year. Of these:

- 1 shall be shelter-in-place that includes preparation to respond to an active shooter;
- 1 shall be an evacuation drill;
- 2 shall be fire drills.
- During the rest of the school year, each school shall conduct at least 4 additional emergency drills, at least 2 of which shall be fire drills.

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.

HOMWORK

Homework contributes toward building responsibility, self-discipline and lifelong learning habits. It is the intention of the White Mountain Elementary staff to assign relevant, challenging and meaningful homework assignments that reinforce classroom learning objectives. Homework should provide students with the opportunity to apply information they have learned, complete unfinished class assignments, and develop independence. Homework grades may be modified based on students' individual needs (i.e. IEP, 504 Plans).

Criteria

- Homework will be planned so students see the relationship of their homework to intended learning targets. Teaching staff will ensure that students understand the purpose of assignments and how they connect to classroom learning.
- Teachers are legally required to ensure that homework is accommodated/modified as necessary in accordance with students' IEPs and Section 504 Plans. Classwork and homework accommodations must be provided per students' IEPs and Section 504 Plans.
- Homework assignments may not be assigned or due on a day schools are closed due to inclement weather or unplanned closures.

Teachers assign homework for a variety of reasons, including:

- To help students understand skills/concepts currently being learned.
- To help students review prior skills/concepts learned.
- To help students prepare for upcoming skills/concepts about to be learned.
- To assess student understanding.
- To instill good study and work habits.
- To develop independence and responsibility.
- To help students learn how to research and use information.
- To provide an important communication link between school and home that shows parents what children are learning.

Parents are encouraged to offer supportive guidance and feedback as needed. Homework should never be completed by an adult. If your child is having difficulty completing homework, please contact your child's teacher. WME teachers are committed to ensuring that every child's homework experience is worthwhile and successful.

Actual time required to complete assignments will vary with each student's study habits, academic skills, and selected course load. If your child is spending an inordinate amount of time doing homework, you should contact your child's teachers.

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. An immunization clinic is held every Monday, except holidays, from 8:30-11:00am at the Ruidoso Health Office located in the Lincoln County Sub-Station 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 respectful and responsible behavior while in the library. Students should always bring their library books when they attend the 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 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.

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 HARASSMENT 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 20th.**

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).

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 will use Robocall, 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) 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 canceled, 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**

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.



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.

Asbestos Management Plan (All Grade Levels)

The district works diligently to maintain compliance with federal and state law governing asbestos in school buildings. A copy of the district’s asbestos management plan is available in the central administrative office. If you have any questions or would like to examine the district’s plan in more detail, please contact Gordon King, the district’s designated asbestos coordinator at 575-257-5919.

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 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 a form from our school secretary.

Parent/Guardian Handbook Receipt Page

Signing reflects that you and your student have read the 2023-2024 White Mountain Elementary Student/Parent handbook online at the Ruidoso Schools website (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 at the appropriate location and return this form to your child's teacher by August 21, 2023.

Thank you.

Student Name _____

Grade Level _____ Teacher _____

Parent/Guardian Signature _____

Parent/Guardian Printed Name _____

Date _____

Office use only

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Date Received: _____