

Raton Intermediate School Family Handbook 2019-2020



Tiger Pride - Excellence for All

500 South Third Street
Raton, NM 87740
Phone 575-445-9881
Fax 575-445-3682

Kristie Medina, Superintendent
Michelle Hopper, Principal
Grades 3, 4, 5, & 6

Raton Public Schools

Vision Statement

Raton Public Schools will be known as an organization that exemplifies high-quality education for every student through excellence in teaching and in learning.

Mission Statement

ENGAGE * EQUIP * EMPOWER

Five Year Goals 2019-2023

1. Ensure success for every Student through teaching and learning.
2. Provide effective curriculum (NM Common Core Standards) and instructional programs that moves students to their next level.
3. Develop and strengthen key partnerships that contribute to improving services/programs, provide resources and help and help achieve its vision and mission.
4. Create a positive work environment in a self-renewing organization.
5. Maintain Master Plan for facilities, technology, and equipment focused on student learning, business management, and Information.

Adopted by Board of Education 4/2019

Message from the Principal

Dear Families:

Welcome to Raton Intermediate School where we are “Committed to Excellence in Education”! We know that the key to student success is based on hard work, determination, dedication, and a belief that all students can learn. This Family Handbook/Student Planner serves two purposes: First, it provides you with important information about the school and its policies. Second, it is an important communication tool that teachers will use daily to advise you of your child’s homework, behavior, and other important information. Here’s how you can use this handbook to help your student be successful:

- 1) Review the handbook each evening. Please contact your child’s teacher with any questions or concerns you may have.
- 2) During the first week of school, we will ask you to review a section of the handbook each evening to confirm that you have reviewed school policies and procedures.
- 3) After review of this Family Handbook/Student Planner, please complete the “Parent/Guardian Signature Page” located at the end of this handbook and return to your child’s teacher.
- 4) Get involved with school! We’d love to have you be a part of our school day. Come and see how can get involved.

As we start the school year, our staff is very excited to join you in a partnership promoting the success of your student. Whenever you have questions or concerns, please do not hesitate to contact us. We appreciate your support and feedback: 575-445-9881.

Sincerely,
Mrs. Hopper, Principal

After reading through the handbook with your student, sign the acknowledgement below:

My child and I have received a copy of the Raton Intermediate Student Handbook. I understand this handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and be subject to the disciplinary consequences outlined in the Student Code of Conduct.

Student Signature: _____ **DATE:** _____

Parent/Guardian Signature: _____ **DATE:** _____

TABLE OF CONTENTS

Arrival at School.....	4
Attendance Policy.....	4
Bullying	5
Bus Regulations and Discipline	5
Cell Phones	5
Custody, Change of Address/Telephone #	5
Computer and Chrome Book Usage Forms	6
Conduct	9
Discipline	9
Dismissal/Checking Students Out from School	9
Dress Code.....	10
FERPA.....	10
Grading & Assessment.....	11
Health Services	11
Items Not Allowed at School	11
Lost and Found Items	11
Make-Up Work	11
Meal Information	12
Pesticide Spraying.....	12
Professional Learning Communities (PLC).....	12
Positive Assistance and Student Growth.....	12
Safety.....	12
School Accident Insurance.....	12
School Closing During Bad Weather	13
School-Parent Compact.....	13
School Visitations	13
Sexual Harassment	13
Student Assistance Team (SAT)	14
Textbooks and Library Books.....	14
Transfers or Withdrawals	14
Walking Field Trips/Field Trips	14
Parent/Guardian Signature Page	15

ARRIVAL AT SCHOOL

The school grounds and building are not supervised until 7:30 a.m. when teachers report for duty. *It is important that no child be on campus without adult supervision.*

Students who are brought to school by car will be dropped off on the south side of the building only. Parents need to travel South on 3rd Street to the drop off zone. Please do not drop your children off in front of the school, in the bus zone along South 4th street, or make U-turns in the drop off zone. Parking or stopping in the bus zone may result in a traffic citation.

The first bell will ring at 7:30 am; the building access bell will ring at 7:55 am; classes will begin promptly at 8:00 am. Upon arrival, students should report directly to the cafeteria for breakfast. Once students have eaten, they may return outside for a short break before the bell rings at 7:55 am.

ATTENDANCE POLICY *Approved by Board of Education 8/15/2016*

Success in school depends on regular on-time attendance. New Mexico's Compulsory School Attendance Law allows students a maximum of ten (10) unexcused absences per year.

Parents must notify the school when their student is absent for any reason. Although parents may call their student's school to inform the office of an absence, **absences will be excused only with written notification received by the school in writing no later than two (2) days following the absence.** All unverified absences become unexcused absences.

A. Excused absences are:

1. Doctor or dentist appointment with note upon return.
2. Medical illnesses.
 - Student illness of **up to two (2) consecutive days** may be excused with the parent's written note.
 - Student illness of **three (3) or more consecutive days** will require a doctor's note in order to be excused. The doctor's note should be received in the office the day the student returns to school.
 - After the tenth (10) medical absence per year, a student will be required to verify additional medical absences through a physician, the school nurse, or other medical provider. Upon medical verification of prolonged or chronic illness (ten days or more), the school nurse will work with the student and parent to develop an intervention plan.
3. Bereavement for immediate family, with parent's written notice.
4. Absences approved by the principal due to family emergencies or other circumstances.

B. Unexcused absences are:

1. All unverified absences and other absences not listed above, will be counted as unexcused absences. An unverified absence is when your child misses school and the parent/guardian has failed to tell the school why he/she was gone.
2. When a student has received 10 consecutive days of absences, the student will be withdrawn after three (3) documented attempts have been made to contact the parent and establish an intervention plan. A letter will be sent with a date, time and place to meet with the building principal/district designee to develop an intervention plan. The School will contact local law enforcement to do a welfare check at this time.

C. Students in Need of Early Intervention (also referred to as truants) are in violation of the compulsory school attendance law. It is defined as an absence from school without the permission of parents and school authorities or leaving school without checking out through the principal's office.

- A truant is a student who has accumulated five (5) unexcused absences within a school year.
- A habitual truant is one who has accumulated ten (10) unexcused absences within a school year.
- Parents of habitual truants will be notified by mail as detailed below in section E below, EXCESSIVE ABSENCES.
- A report on habitual truants is made to the Juvenile Probation Office.

D. Partial Days – Tardiness and early departures are classroom disruptions and are disrespectful to the teacher and other students. Frequent tardiness may result in disciplinary action; that action may include making up the time during recess, at lunch, or after school. **Three (3) tardies shall count as an unexcused absence.**

1. Tardies will be designated as excused or unexcused.
2. According to the specific elementary school guidelines, a student will be considered tardy if they are not in attendance by the time designated, unless we are on a delayed start day. After that time the student will be considered tardy until 10 minutes after the delayed start time and then it becomes an absence. If the student has not attended school in the morning, an absence will be recorded and a tardy will be received up to ten (10) minutes after the ending lunch bell rings. Beyond 10 minutes, an absence will be recorded.
3. Half of a school day will vary according to the length of the school day. A specific elementary school guideline will be added to the attendance policy of each school to let the parents know where the half day point has been set.

4. If a student has been picked up early from school five (5) times and arrangements have not been made with the building principal, the student and the parent will receive a letter indicating a date, time and place to meet with the building principal/district designee to develop an intervention plan.

E. Excessive absences are defined as ten (10) or more absences per semester, either excused or unexcused. **When a student accumulates ten (10) UNEXCUSED absences within the school year, he or she is in violation of the state compulsory attendance law.** Continued absences and consequent academic failure may also lead to a recommendation for retention at the current grade level. When determining the consequences for excessive absences, the principal will consider student and parent efforts to pick up and return daily assignments.

Parent Notifications

1. When a student accumulates five (5) absences, excused or unexcused, the counselor or principal's office will notify parents by mail of the accumulation of absences and district attendance policy.
2. When a student accumulates seven (7) UNEXCUSED absences within the school year, parents will be notified by mail and an attendance meeting will be scheduled. The date, time and place that the principal/district designee will meet with the student and parents will be included in the letter. The meeting will serve to discuss necessary interventions. Students with patterns of absences may be referred to the SAT (Student Assistance Team) for development of an intervention plan.
3. When a student accumulates nine (9) UNEXCUSED absences within the school year, parents will be notified by certified mail of an attendance meeting. The date, time and place to meet will be included in the letter. The meeting will serve to discuss necessary interventions and sign an attendance contract. A report will also be filed with the Juvenile Probation services and the student will be referred to community based mental health service providers.

A student will be considered TARDY up to the following times for the MORNING:

Longfellow Elementary & Raton Intermediate School 9:00 am

Elementary grade students arriving after these times will accumulate a half day absence for the morning.

The cut off for half of a day of school is:

Longfellow Elementary	11:00 am
Raton Intermediate School	11:30 am
Raton High School	11:30 am

A student will be considered TARDY up to the following times for the AFTERNOON:

Longfellow Elementary	12:00 pm
Raton Intermediate School	12:30 pm

Elementary students arriving after these times will accumulate a half day absence for the afternoon.

****High school students arriving more than 15 minutes late for any class period will be marked absent for that class period.***

BULLYING

The District's Anti-Bullying Policy was adopted on July 16, 2007. The District believes that providing an educational environment for all students, employees, volunteers, and families, free from harassment, intimidation, or bullying supports a total learning experience that promotes personal growth, healthy interpersonal relationships, wellness, and freedom from discrimination and abuse.

The goal of the policy is to ensure that procedures are in place to prevent bullying, limit the prevalence of bullying, and to make consequences salient to everyone involved.

If your child is being bullied, please contact the teacher/principal. There is a ZERO TOLERANCE for this type of behavior.

BUS REGULATIONS and DISCIPLINE

If a student is disruptive on the bus, it endangers the student and others on the bus. A School Bus Incident Report will be written up by the driver. *Students may not leave the school grounds and then return to ride the bus.*

CELL PHONES

- Students may have a cell phone but it should remain off and out of sight during school hours including lunch recess.
- The school is not responsible for damaged, lost, or stolen cell phones.
- If a student is found using a cell phone during school hours the following policy will apply:
 - 1st offense: Cell phone is confiscated and student may pick it up in the office after school.
 - 2nd offense: Cell phone is confiscated and parent/guardian may pick it up in the office.
 - 3rd offense: Cell phone is confiscated and student may no longer bring cell phone to school.
 - 4th offense: Further disciplinary action may be taken.

CUSTODY, CHANGE of ADDRESS or TELEPHONE NUMBER

It is essential that parents inform the school of correct home and business addresses and telephone numbers. This is important for emergencies and for school records. This also includes unlisted numbers. Your privacy will be respected.

It is the responsibility of the custodial parent or legal guardian to notify the school of a change in custody of a child or a child's name. Copies of legal papers attesting to the change must be presented to the school. Student records are kept under a student's legal name, and this name cannot be changed until legal documents are presented to us.

RELEASE OF A CHILD TO HIS OR HER NATURAL PAREN CANNOT BE DENIED UNLESS ONE OF THE FOLLOWING DOCUMENTS ARE ON FILE WITH THE SCHOOL OFFICE;

- A restraining order issued by a court against the parent.
- The portion of a legal custody agreement that indicates the rights and privileges of each parent with regard to child care and visitation.

COMPUTER AND CHROMEBOOK USAGE FORMS

(ACCEPTABLE USE OF PROCEDURES, CODE of CONDUCT, RELEASE FORM)

As with all school property, students must treat computers and other technology respectfully and access internet sources responsibly. The following procedures and code of conduct guide our school in these areas. Please sign the release form to allow your child access to technology tools.

ACCEPTABLE USE PROCEDURES for COMPUTER & CHROMEBOOK SYSTEMS and the INTERNET (STAFF and STUDENTS) (adopted July 2009)

PURPOSE: The purpose of this policy is to provide the procedures, rules, guidelines and code of conduct for the use of technology and the information network in the Raton School District. Use of such technology is a necessary element of the School District educational mission, but is furnished to staff and students as a privilege, not a right. The School District seeks to protect legitimate users of technology by establishing limits on such use and sanctions for those who abuse the privilege. Eliminating computer abuse provides more computing resources for users with legitimate needs.

DEFINITIONS: The definition of information networks is any configuration of hardware and software which connects users. The network includes all of the computer hardware, operating system software, application software, stored text and data files. This includes electronic mail, local databases, externally-accessed databases, CD-ROM, recorded magnetic or optical media, clip art, digital images, digitized information, communication technologies and new technologies as they become available. Stand-alone work stations are also governed by this Policy on Acceptable Use of the School District computer system. As used herein, the user shall mean the system operations, staff members, account holders, and authorized students afforded access and use of the School District computer system as part of the School District curriculum under the supervision and as monitored by an authorized user.

INTRODUCTION: Raton School District provides resources for teaching and learning, communication services, and business data services by the acquisition of computer equipment and maintaining access to local, regional, national, and international sources of information. The School District permits use of its computer system and information resources by students and staff who must maintain respect for the public trust through which they have been provided, in accordance with policy and procedure established by the School District. These procedures do not attempt to articulate all required or prescribed behavior by its users. Successful operation of the computer system and network requires that all users conduct themselves in a responsible, decent, ethical and polite manner while using the network. The user is ultimately responsible for his/her actions in accessing network services.

GUIDELINES:

1. Access to the computer system, information networks and to the information technology environment within the School District's system is a privilege and must be treated as such by all users of the network and its associated systems.
2. The School District's system will be used solely for the purpose of research, education, and school-related business and operations.
3. Any system which requires password access or for which the School District requires an account, such as Internet, shall only be used by the authorized user. Account owners are ultimately responsible for all activity under their account and shall abide by this policy and the School District's computer and Internet Code of Conduct.
4. The School District's technological resources are limited. All users must exercise prudence in the shared use of this resource. The School District reserves the right to limit use of such resources if there are insufficient funds, accounting, storage, memory, or for other reasons deemed necessary by the system operators, or if an individual user is determined to be acting in an irresponsible or unlawful manner.
5. All communications and information accessible and accessed via the School District's system is and shall remain the property of the School District.
6. Student use shall be supervised and monitored by system operators and authorized staff and shall be related to the School District curriculum.
7. Any defects or suspected abuse in system accounting, security, hardware or software, shall be reported to the system operators.

UNACCEPTABLE USE: The Raton School District has the right to take disciplinary action, remove computer and networking privileges, or take legal action or report to proper authorities, any activity characterized as unethical, unacceptable or unlawful. Unacceptable use activities constitute, but are not limited to, any activity through which any user:

1. Violates such matters as institutional or third party copyright, license agreements or other contracts. The unauthorized use of and/or copying of software is illegal.
2. Interferes with or disrupts other network users, services or equipment. Disruptions include, but are not limited to, distribution of unsolicited advertising, propagation of computer viruses or worms, distributing quantities of information that overwhelm the system (chain letters, network games, etc.) and/or using the network to make unauthorized entry into any other resource accessible via the network.
3. Seeks to gain or gains unauthorized access to information resources, obtains copies of, or modifies files or other data, or gains and communicates passwords belonging to other users.
4. Uses or knowingly allows another to use any computer, computer network, computer system, program, or software to devise or execute a scheme to defraud or to obtain money, property, services, or other things of value by false pretenses, promises or representations.
5. Destroys, alters, dismantles, disfigures, prevents rightful access to, or otherwise interferes with the integrity of computer-based information resources, whether on stand alone or networked computers.
6. Invades the privacy of individuals or entities.
7. Uses the network for commercial or political activity or personal or private gain.
8. Installs unauthorized software for use on district computers.
9. Uses the network to access inappropriate materials.
10. Uses the School District system to compromise its integrity (hacking software) or accesses, modifies, obtains copies of or alters restricted or confidential records or files.
11. Submits, publishes or displays any defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually oriented, or threatening materials or messages either public or private.
12. Uses the School District system for illegal, harassing, vandalizing, inappropriate, or obscene purposes, or in support of such activities is prohibited. Illegal activities shall be defined as a violation of local, state, and/or federal laws. Harassment is defined as slurs, comments, jokes, innuendos, unwelcome compliments, cartoons, pranks, and/or other verbal conduct relating to an individual which: (a) has the purpose or effect of creating an intimidating, hostile or offensive environment; (b) has the purpose or effect of unreasonably interfering with an individual's work or school performance; or (c) interferes with school operations. Vandalism is defined as any attempt to harm or destroy the operating system, application software or data. Inappropriate use shall be defined as a violation of the purpose and goal of the network. Obscene activities shall be defined as a violation of generally-accepted social standards in the community for use of a publicly-owned and operated communication device.
13. Violates the School District computer and Internet Code of Conduct.

SCHOOL DISTRICT'S RIGHTS AND RESPONSIBILITIES:

1. Monitor all activity on the School District's system.
2. Determine whether specific uses of the network are consistent with this Acceptable Use Policy or the Computer and Internet Code of Conduct.
3. Remove a user's access to the network at any time it is determined that the user is engaged in unauthorized activity or violating this Acceptable Use Policy of the Computer and Internet code of Conduct.
4. Respect the privacy of individual user electronic data. The district will secure the consent of users before accessing their data, unless required to do so by law or policies of the Raton School District.
5. Take prudent steps to develop, implement and maintain security procedures to ensure the integrity of individual and district files. However, information on any computer system cannot be guaranteed to be inaccessible by other users.
6. Attempt to provide error free and dependable access to technology resources associated with the School District system. However, the district cannot be held liable for any information that may be lost, damaged, or unavailable due to technical or other difficulties.
7. Ensure that all student users complete and sign an agreement to abide by the district's Acceptable Use Policy and administrative regulations. All such agreements will be maintained on file in the school office.

VIOLATIONS/CONSEQUENCES:

1. **STUDENTS:**
 - a. Students who violate this policy or the Computer and Internet Code of Conduct shall be subject to revocation of district system access up to and including permanent loss of privileges, and discipline up to and including expulsion.
 - b. Violations of law will be reported to law enforcement officials.
 - c. Disciplinary action may be appealed by parents and/or students in accordance with existing district procedures for suspension or revocation of student privileges.
2. **STAFF:** Staff who violate this policy or the Computer and Internet Code of Conduct shall be subject to discipline, up to and including suspension, termination or discharge, in accordance with Board

CODE OF CONDUCT (Adopted July 2009)

Use of the School District computer system and access to the Internet by students and staff of the Raton Public School District shall be in support of education and research that is consistent with the mission and curriculum of the School District. Internet use is limited to those persons who have District approval.

Use will be in accordance with the District's Acceptable Use Procedures and this Code of Conduct:

1. Students are responsible for good behavior on computers and in computer labs, just as is expected in the classroom and at school functions.

2. Access to the network is for research and communication with others strictly for educational purposes that support the District's educational goals and objectives.
3. Email accounts may only be set up as approved by the superintendent, technology coordinator, and/or systems administrator. Student email accounts will only be set up under **special circumstances** and at the request of school personnel for special projects and educational purposes.
4. If students have personal email accounts, for example, Hotmail or yahoo mail, they may not access those accounts on District computer systems.
5. Students may not use "chat rooms" unless the school personnel have determined that the site was formulated for educational purposes only.
6. If, for an educational purpose, you have been given a password or logon information, keep it confidential and protect it from disclosure to others.
7. Respect the privacy of other users. Do not use other users' passwords. Unauthorized use of passwords, access codes or other confidential account information may subject the user(s) to discipline, and to both civil and criminal liability.
8. If, for educational purposes, you have access to electronic communication, be ethical and courteous. Do not send hate, harassing or obscene mail, discriminatory remarks, or demonstrate other antisocial behaviors. State law prohibits the use of electronic communication facilities to send fraudulent, harassing, obscene, indecent, profane, intimidating or other unlawful messages. See NMSA 1978 § 30-45-1 et seq.
9. Maintain the integrity of files and data. Do not modify or copy files/data of other users without their consent.
10. Treat information created by others as the private property of the creator. Respect copyrights. Software protected by copyright shall not be copied except as licensed and stipulated by the copyright owner.
11. Use of the network in a way that does not disrupt its use by others. Do not use the internet for commercial purposes. Transmission of commercial or personal advertisements, solicitations, promotions, destructive programs or other unauthorized use unrelated to the mission or curriculum of the School District is prohibited.
12. Do not destroy, modify or abuse the hardware or software in any way. Users shall report any suspected abuse, damage to equipment or tampering with files to the School District system operators.
13. Do not develop or pass on programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system, such as viruses, worms, "chain" messages, global mailings, ResEdit, etc. Do not "hack" the system. Attempts to gain unauthorized access to confidential information or private directories maintained by the School District or to circumvent privacy protections on internal files or non-public restricted files, accounts or directories of any external source is a violation of this Code of Conduct, and may subject the user to civil or criminal liability.
14. Keep sound at a moderate level.
15. If your teacher allows you to change the screen set up, return it to the Windows Standard when you have completed your computer usage. Do not change any system settings.
16. Close access to the Internet when you are done.
17. Leave your workstation in good order.

In addition to disciplinary actions which the District may impose upon students or staff under applicable policies, codes of conduct or administrative regulations, the District reserves the right to remove a user's account and deny use and access of the computer system if it is determined that the user is engaged in unauthorized activity or is violating this Code of Conduct.

STUDENT COMPUTER USE AND INTERNET ACCESS RELEASE FORM (adopted July 2009)

As a condition to use the School District's computer system, including access to and use of the Internet, I understand and agree to the following:

1. To abide by the School Board's Policy on Acceptable Use and its Computer and Internet Code of Conduct.
2. That School District administrators have the right to review any materials created or stored in any files I may create and to edit or remove any material which they, in their sole discretion, believe may be unlawful, obscene, abusive, or otherwise objectionable and I hereby waive any right of privacy which I otherwise have to such material.
3. That the Raton School District does not warrant that the functions of the School District computer system or any of the networks accessible through the system will meet any specific requirements you may have, or that the School District computer system will be error-free or uninterrupted.
4. That the Raton School District shall not be liable for any direct or indirect, incidental, or consequential damages (including lost data or information) sustained or incurred in connection with the use, operation, or inability to use the School District computer system.
5. That the use of the School District computer system, including use to access public computer networks, is a privilege which may be revoked by School District administrators at any time for violation of the district's Acceptable Use Procedures and Code of Conduct. School District administrators will be the sole arbiter(s) of what constitutes a violation of the policy of Code of Conduct.
6. In consideration for the privilege of using the School District computer system and in consideration for having access to the public networks, I hereby release Raton School District, the School Board, its members, administrators and employees, including its computer operators, and any institutions with which they are affiliated, from any and all claims and damages of any nature arising from my use, or inability to use, the School District computer system.

CONDUCT

Each student is responsible for his/her own behavior while at school, on the bus, or at a school related function. The teacher, instructional assistant, bus driver or any adult connected with the school is the authority on school property and is responsible for the students while at any activities listed above. If conduct is not corrected, it could lead to the removal from the bus and an inability to attend any future school functions or extracurricular activities. Misbehavior by students will not be tolerated and will be corrected in an appropriate manner as deemed necessary by the adult in the supervisory role.

DISCIPLINE

The expectation is that behavior by students is based on respect for self, others, and school property. The goal is to provide all children with a safe, attractive, and comfortable learning environment. Discipline is designed to turn mistakes into learning experiences and to promote personal growth. Raton Intermediate participates in Positive Behavior Supports (PBS), a district-wide program that promotes safe and orderly schools. We expect all children to: **Be Safe, Be Respectful, Be Responsible, and Be Ready to Learn.**

Students are provided clear definitions of expected appropriate, positive behaviors and receive regularly scheduled instruction and assistance in those desired positive behaviors. Student rewards and incentives are used to encourage students to behave positively. Students are also given clear definitions of problem behaviors and their consequences. If classroom and building instruction and practice do not succeed in correcting problem behavior, a student's continuing misbehavior may result in a referral to the building principal. This may result in, but may not be limited to, the following actions, based on the **District's Discipline Matrix**:

- Parent notification, conferences
- Loss of privileges
- Exclusion from activities (including field trips)
- Counselor referral
- Detention
- Suspension
- Parent with child in class
- Zero tolerance
- Due process

We value parents as part of our Positive Behavior Support team as we teach children safe, respectful, and responsible school behaviors and give them opportunities for practice. Remember that your child's teacher is your first point of contact for questions and input. Additional PBS information will be provided throughout the school year.

Remind your children to:

- come prepared to learn each day
- listen, participate, complete assignments and hand them in
- respect others, themselves, and school property.

DISMISSAL / CHECKING STUDENTS OUT from SCHOOL

It is very important that your child establishes a regular daily routine concerning how he/she gets home. Please inform your child's teacher of any change in your child's plan. Try to be consistent with your child's routine. Please cooperate with us in this matter to make your child's environment as safe as possible.

These guidelines are established for your child's safety:

- Pick-up and walk home students are dismissed at **2:55 pm Monday-Thursday & 1:15 pm on Fridays** or as indicated on the calendar.
 - Please be prompt in picking up your child
 - An established route for parent vehicles has been designed to help control traffic and promote safety for all
 - Students will be picked up on the north side of the building
 - Parents should travel east on Galisteo
 - Please wait your turn as the duty teachers assist students
- All bus riding students are dismissed as directed above.
 - Buses load on the west side of the building, along 4th street.
 - Please do not use the bus loading zone for dropping off or picking up students
 - The number to the **BUS BARN is 445-9510.**
 - Remind your child that appropriate behavior on the school bus is necessary for everyone's safety. Bus drivers complete discipline referrals when needed and send them to the principal. Offenses may result in the loss of bus privileges.
- Be sure to teach your child his / her bus route or walking route as soon as possible
- Teach your child to NEVER go home with another child or anyone else without first obtaining your permission and notifying the school in writing and by phone
- **Teachers are off-duty at 3:15 p.m.**

When it is necessary to check a student out of school before the end of the day, please keep in mind that **students will not be released to anyone**

except those persons listed on a Student's Information and Pick-up Consent Form. All students MUST be signed out at the office.

Please do not attempt to check a student out early as a matter of convenience. This can be just as disruptive to the child's education as tardiness. School is in session until 3:00 pm

DRESS CODE

It is the intent of the Raton Public Schools to promote a learning environment free of distractions as well as to prepare students for a career.

Please use the following guidelines to select appropriate school clothing:

- A. No clothing that promotes alcohol, drugs, drug paraphernalia, violence, or obscenity is allowed.
- B. No bare midriffs or styles that show one's underwear. Sleeveless tops must cover at least 2 inches of the shoulder.
- C. Shorts and skirts must be no longer than four inches from the top of the knee. However, no spandex or biker shorts.
- D. Coveralls must be completely fastened. No chains attached to clothing or hanging belts are allowed.
- E. Bandanas, headbands, and hairnets are not allowed.
- F. All tattoos must be covered.
- G. Hats and sunglasses are not to be worn in campus buildings.
- H. No pierced jewelry other than earrings may be worn at school.
- I. No "see through" shirt, blouse, etc. may be worn over any garment that does not meet the dress code by itself.
- J. Baggy Pants that do not fit the waist or the legs will not be allowed to be worn on campus during a regular school day. (8 Inch Rule)
- K. Coats or outdoor wear will not be worn in the classroom during a regular school day.
- L. Shirts may not hang more than 12 inches from the waist.

*Principal will be responsible for determining clothing in violation of the appropriate dress policy. Violations will result in appropriate disciplinary action.

FERPA

The Family Educational Rights and Privacy Act (FERPA) is a federal law that requires school districts, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child's educational records. However, the school may disclose some student information without written consent when the information is designated "Directory Information" unless you have advised the district to the contrary in accordance with district procedures. Those forms and information are disseminated at the beginning of the school year.

Notice to Parents and Students

The Local School Board of the Raton Public School District No. 9 hereby gives public notice, as required by the Amended Family Educational Rights and Privacy Act of 1974 (FERPA), to all parents of students under the age of 18 and to students 18 or older that:

- A. Raton Public Schools (RPS) maintains the following as education records directly related to students and subject to the limitations on disclosure provided in FERPA:
 - Academic records
 - Personal information records
 - Disciplinary records
 - Attendance records
 - Health records
 - Progress reports
 - Standardized testing records
- B. Access to education records is limited to:
 - Parents of students under 18
 - Parents of students over 18 if such student is dependent as such is defined in the Internal Revenue Code
 - The Student
 - Officials of this school district who have a legitimate education interest
 - Federal, state and local officials to whom information is required to be reported
 - Certain test organizations
 - Accrediting organizations
 - Appropriate persons in connection with an emergency
 - Pursuant to subpoena or court order
 - To a person with written consent of parent of student under 18/ student over 18
- C. RPS policy requires that education records be kept to an essential or relevant minimum. Records are reviewed at the end of each school year and non-essential and irrelevant material is deleted.
- D. RPS policy limits the right of access to education records to the persons and under circumstances indicated in Paragraph B above. RPS requires that copies be made available to persons entitled to copies. RPS policy provides that explanations and interpretations of records are available upon reasonable advance notice. Some records, such as standardized test scores and other material of a technical nature,

may only be reviewed with a person qualified to interpret and explain such material and records. RPS policy provides the right to challenge the content of records. If records contain information on more than one student, the right to inspect relates only to that portion of the records concerning the particular student in question.

E. Student directory information is not considered an invasion of privacy or harmful if released and may be disclosed without prior written consent unless the parent or student notifies the principal of his or her objection in writing within 14 days from the first day of the current academic year. "Directory information" as defined by RPS policy includes: student's name, grade level, name of school the student attends, participation in officially recognized activities including but not limited to fine arts performances, graduation programs and sports, weight and height of members of athletic teams, honors and awards received, yearbooks, and identification in other photographs depicting school programs and activities.

F. Under the provisions of the federal "No Child Left Behind" Act, school districts are required to provide student names, addresses, and telephone numbers to military recruiters unless the parent or student (if over 18) specifically requests that the information not be released. Parents of students in grades K-12 are asked to complete a form consenting to or denying the release of this information. If the form is not completed and returned to the child's school, requests for this information will be honored. Forms are available at all schools serving students in grades K-12.

G. Questions regarding education records shall be directed to Mrs. Medina, Principal at (575) 445-9881 or the district office at 445-9111.

*Complaints about failures of the District to comply with the Family Educational Rights and Privacy Act may be made, in writing to FERPA Office, Department of Education.

GRADING & ASSESSMENT

Report cards are issued every nine weeks. Your signature is required in order to ensure that you received your child's report card. Parent-teacher conferences will be scheduled following the first grading period for all students and at the end of the first semester. In addition, the staff at Raton Intermediate School utilizes the following tools to assess student skills.

- IStation Reading (3rd grade only) – fall, winter, and spring
- ACCESS for ELLs English Language Proficiency Test - winter
- State Mandated Assessment—spring
 - Grades 3-6 English Language Arts
 - Grades 3-6 Math
- NMSBA (New Mexico Standards Based Assessment) - Spring
 - Grade 5 Science

HEALTH SERVICES

Immunization records are required by law and parents/guardians are expected to see that their children meet these requirements. The school nurse is at Raton Intermediate School 2.5 days each week and available for emergencies during school hours. She reviews health and immunization records and also provides hearing and vision screenings.

Medication (both prescription and non-prescription) should NOT be administered at school, except if absolutely necessary for the child to remain in school. Many times, the dosing schedule can be timed to avoid giving medication at school. Please discuss this option with your child's physician. If medication at school is necessary, there are guidelines that need to be followed. This information is available from the school nurse and includes forms to be completed by both physician and parent.

ITEMS NOT ALLOWED AT SCHOOL

Students may bring personal items to school only with specific permission from the teacher. This includes toys, playground equipment, electronic devices for educational purposes, and special items to be shared or brought for display purposes. Students and parents assume the risk for loss of items brought to school; Raton Intermediate School will not be responsible for the loss of any items brought to school.

*No gum or sunflower seeds are allowed at school.

LOST and FOUND ITEMS

Each student is responsible for the school property that has been assigned to them, as well as their own personal property. If, however, a student finds something that belongs to someone else, it should be turned in at the office. Please encourage your child to check the lost and found. Each year, there are a number of jackets and coats that are not claimed and are donated to charity.

MAKE-UP WORK

It is the student's responsibility to make up all required work that is missed because of an absence. Work that is not made up within a reasonable length of time will be considered failing, since no effort is put forth. A reasonable make-up period is considered to be the same number of school days the pupil missed. If you wish to request homework for your child, please give the teacher adequate notice. Please make your request for homework in the morning and pick it up at the end of the day.

MEAL INFORMATION

Raton Public Schools participates in a Universal Breakfast and Lunch Program in order to create a better learning environment for our students. Breakfast and lunch will be served to all students at NO CHARGE regardless of eligibility status.

The school breakfasts and lunches that we serve follow U.S. Department of Agriculture guidelines for healthy school meals. The School Breakfast and Lunch Programs cannot succeed without your support; PLEASE encourage your children to participate in the school meal programs and eat free.

PESTICIDE SPRAYING

Pesticide spraying takes place once a month, but NEVER DURING SCHOOL HOURS. In addition, ONLY THE OUTSIDE of the school & occasionally the broiler room is sprayed. NEVER IS SPRAYING DONE IN THE CLASSROOMS! Please be assured that all safety measures are in place for the safety of our students and staff. As a courtesy, this letter is to inform you about this procedure.

PLC – PROFESSIONAL LEARNING COMMUNITIES

Raton Public Schools have adopted Wednesday afternoons for PLC time from 3:30 – 5:00 p.m. In order to accommodate our staff in staying late each Wednesday, we will have an early release on Fridays. Students will be dismissed at 1:25 every Friday except the days when there is no school for students. See the District Calendar for dates of early release and no school.

POSITIVE ASSISTANCE and STUDENT GROWTH

The staff at Raton Public Schools asks for your support in our endeavor to give your child the best possible education. There are several ways that parents can help in the education process:

- Expect and insist upon the best schoolwork that your child is capable of doing and help at home, when possible.
- Expect and insist upon acceptable behavior from your child while at school. Everyone should practice positive behavior and good manners.
- Be aware of the progress your child is making and keep in touch with the school and with your child's teacher:
 - ✓ Read all school notices and newsletters sent home;
 - ✓ Check your child's planner nightly to further assist your child with homework, behavior or any activities going on at school;
 - ✓ Confer with your child's teacher on a regular basis;
 - ✓ Come to school or call to confer with us about any problem or issue;
 - ✓ Attend Back to School Night, Jumpstart, and Parent/Teacher Conferences; and
 - ✓ Participate in Literacy and Math Nights and other special events.
- Volunteer your help.
- Have lunch with your child.
- Celebrate your child's birthday by having lunch with him/her or donate a book to the library in your child's name. (Please, no distribution of invitations. Those left out have their feelings hurt.) No balloons or flowers, please.
- Dress your child appropriately.
- Make sure that your child gets adequate rest and nutrition.
- Keep in mind that we care about your child and desire a high quality program of instruction to meet your child's needs.

SAFETY

Raton Intermediate School places a very high value on student safety. We will have regular safety drills – such as fire drills - to ensure that students are familiar with procedures for various situations. Emergency drills are very serious and important; please remind your child to pay close attention to teachers and staff when practicing these procedures.

SCHOOL ACCIDENT INSURANCE

Dear Parent/Legal Guardian,

The safety of our students is one of our most important concerns. Even so, accidents do happen and resulting medical treatment (ambulance transport, surgery, hospitalization, etc.) can be very expensive.

Please know that **the Raton Public School District does not assume responsibility for these costs.** However, as a service to you and your child, your school has joined with 1,000's of others by offering you access to a low cost, voluntary purchase student accident/health insurance program. The program is arranged and administered by Myers-Stevens & Toohey & Co., Inc. a firm that has specialized in such coverage for 40 years. Details and an enrollment form are in the accompanying brochure. Please read it carefully.

Several insurance plans are offered and rates for the entire school year are very reasonable. You can limit coverage to school related injuries only (including sports) or opt for 24/7 protection. Also offered is a *Student Health Care Plan* (recommended if your child has no other health insurance) and a *pharmacy discount program* for your entire family. Whether your child currently has no other coverage or you want to "fill in the gaps" in other insurance, you will probably find an option to fit your needs.

While you can seek care from any doctor or hospital, you'll also have access to an extensive network of medical providers with discounted charges. Seeking care through contracted providers may further reduce your out-of-pocket costs, particularly if your child needs surgery or hospitalization.

To enroll, complete the enrollment form in full, select the plan(s) you want for your child, enclose the proper premium using a check, money order or credit card, seal and return as directed on the form. While your child is eligible to enroll at any time, you are encouraged to consider early enrollment to get maximum value from the plan(s) selected.

Note - Once processing is completed, an ID card verifying coverage will be mailed home to you. Because many parents have expressed interest in much higher limits of coverage for their children, at that time you'll also be sent information regarding a newly available *Supplemental Catastrophic Injury Plan* that can cover up to \$500,000/injury for up to five years.

If you have any questions, please call Myers-Stevens & Toohey at (800) 827-4695. Bilingual representatives are available for parents who need assistance in Spanish.

Sincerely,
Mrs. Kristie Medina
Superintendent
Raton Public School District

SCHOOL CLOSING DURING BAD WEATHER

In extremely bad weather the closing of schools or an abbreviated day may be necessary. An abbreviated day or cancellation is designated by the Superintendent of Schools and his decision will be announced over KRTN and KCRT radio stations, at 6:15 a.m. **PARENTS, DURING BAD WEATHER,**

PLEASE LISTEN TO KRTN OR KCRT, as well as CHECK OUR FACEBOOK PAGE FOR ADDITIONAL INFORMATION.

For abbreviated days:

- ✓ Buses run two hours after normal pick-up time
- ✓ School begins at 9:55 a.m.
- ✓ No breakfast is served

Please dress your child appropriately for the various weather conditions.

SCHOOL-PARENT COMPACT

We value your role in working to help your child achieve high academic standards. The following is an outline of some ways you and school staff can build and maintain a partnership to share the responsibility of supporting your child's learning.

School's Responsibility:

- Provide high quality curriculum and learning materials;
- Provide you with assistance in understanding academic achievement standards and assessments and how to monitor your child's progress;
- Provide opportunities for ongoing communication between you and teacher through, at a minimum:
 - Annual parent/teacher conferences;
 - Frequent reports regarding your child's progress; and
 - Opportunities to talk with staff, volunteer in class, and observe classroom activities

Parent's Responsibility:

- Encourage your child to attend school regularly;
- Encourage your child to show positive school behavior;
- Review your child's homework;
- Monitor television watching (including gaming) and encourage positive use of your child's extracurricular time;
- Volunteer in your child's school and classroom if time and schedule permits; and
- Attend parent/teacher conferences and participate, when appropriate, in decisions relating to the education of your child.

SCHOOL VISITATIONS

Visiting your child's classroom is encouraged any time after adjustments to school have been accomplished. Please contact the teacher at least one day prior to a visit so that plans may be made to actively involve you in assisting with activities. The teacher may be contacted at school from 7:30-7:55 a.m. and from 3:05-3:15 p.m. If you should desire a conference with your child's teacher, please call 445-9881 for an appointment. Students may not bring guests to school. Pets are not allowed. **ALL VISITORS MUST CHECK IN AT THE OFFICE!**

SEXUAL HARASSMENT

The effective education of our students requires a school environment in which students feel safe and secure. Sexual harassment of students, whether by employees or by other students, impairs the proper atmosphere for education, and often creates an inequitable climate for learning.

In addition to its negative effect upon education, sexual harassment negatively affects the character of young people, both the harassers and the victims of harassment. That is particularly so in view of the special vulnerability of students at different stages of their personal development. It is clear that sexual harassment, whether verbal or by other conduct, can create stress, distraction, and feelings of fear, inferiority, or anger, which are

detrimental to the education of young people. Toleration of sexual harassment also sends the wrong message regarding appropriate social conduct. Sexual harassment is inappropriate behavior in school because it is inappropriate behavior in society.

It is also illegal. Title IX of the Federal Education Amendments of 1972 provides that schools must provide an educational program that offers equal benefits for boys and girls. Decisions of the United States Department of Education make clear that sexual harassment of students by employees or by other students may violate the law.

The Board of Education has designed a policy to address this important issue. Board Policy is available in the principal's office and at the Central Office.

STUDENT ASSISTANCE TEAM (SAT)

The building principal annually appoints a student assistance team whose purpose is to review the educational needs and progress of any student who may require additional educational support. Members may include the counselor, one or more classroom and special education teachers, the principal, reading specialist, and others. The SAT chairperson may also request the student's parents and other school and community specialists serve as temporary team members for individual students. The SAT addresses individual student problems found through the general student screening process or those identified by parents, teachers, or other staff members. The SAT may function as the building Attendance Committee for those students who have difficulty with regular and/or punctual school attendance.

TEXTBOOKS and LIBRARY BOOKS

All necessary textbooks are furnished at no cost to the student, as well as the privilege of using the library. However, if any of the above mentioned materials are lost, destroyed, or misused, the student will be responsible to pay the replacement cost for those items.

TRANSFERS or WITHDRAWALS

Children transferring or withdrawing from school must be cleared through the office. Advance notice is requested, as time is required to complete the records of withdrawal. All text and library books must be turned in must be paid at the time of withdrawal.

WALKING FIELD TRIPS/FIELD TRIPS

On the Parent/Guardian Signature Page is a Walking Permission Form which must be signed for local field trips. Out of town field trips will require an additional permission slip, which must be signed and returned to school prior to the trip if the student wishes to participate. We are not able to accept oral parental permission in lieu of written permission. All school rules apply on field trips.

DISCIPLINE MATRIX

- See school office for additional information.

PARENT/GUARDIAN SIGNATURE PAGE

1. ATTENDANCE POLICY:

I have received a copy of the Attendance Policy and am aware that it is my responsibility to notify the school secretary of my child's absence. If my child misses school for medical reasons, I will provide the school with a doctor or dental note. I'm aware that **all notes MUST be received within 5 days of the absence to be excused.**

2. COMPUTER RELEASE FORM:

I hereby certify that I will abide by the conditions set forth in this document, the School District's Acceptable Use Procedures and Computer, Chromebook and Internet Code of Conduct. I am also aware that **a technology usage fee of \$25 is due within the first 10 days of your child starting school.**

3. FERPA: (ONLY COMPLETE THIS SECTION IF YOU **DO NOT WANT YOUR CHILD'S WORK DISPLAYED!)**

Name of Student: _____ School: Raton Intermediate School Date: 2019-2020

I request that the school obtain my *prior written consent* before any "Directory Information" is disclosed or released about my child.

Printed Name of Parent/Guardian: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone Number: (_____) _____ Email Address: _____

Parent/Guardian Signature: _____ DATE: _____

4. PERMISSION FOR WALKING FIELD TRIPS:

Students at Raton Intermediate School will participate in walking field trips throughout the school year, which may include going to local events, other schools, parks, or the swimming pool. The following permission will cover your child for ALL walking field trips throughout the year.

I give my permission for my child _____ to accompany his/her class on ALL walking field trips for the 2019-2020 School Year.

5. PESTICIDE SPRAYING:

By signing below, you are indicating that you have been informed regarding the pesticide spraying procedures.

6. SCHOOL ACCIDENT INSURANCE:

As a parent/guardian of _____, I understand that the Raton Public School District does not assume responsibility for student injuries but does make available for purchase student accident insurance. I have received the information on this program.

_____ I WILL enroll my child in the program. _____ I WILL NOT enroll my child in the program.

7. SCHOOL-PARENT COMPACT:

This School-Parent Compact may be discussed with you during a parent teacher conference as it relates to your child's school progress. Thank you for your support and involvement in your child's education.

Printed Name of Student: _____

Printed Name of Parent/Guardian: _____ DATE: _____

Parent/Guardian Signature: _____ DATE: _____