



Ruidoso Municipal Schools

White Mountain Elementary School



Student/Parent/Guardian Handbook

2025-2026

Ruidoso Municipal School District Mission Statement



Ruidoso Municipal School District Mission Statement

RMSD in partnership with students, families and the community ensure 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.

Ruidoso Municipal Schools Administrative Office

Becca Ferguson	Superintendent of Schools
Morgan Hawk	Director of Learning and Student Services
Carmen Spann	Director of Finance
Dr. Melvina Edmister	Special Education Director

Contact Information

200 Horton Circle

Ph. 575-630-7000

Fax 575-257-4150

Website Address: <http://www.ruidososchools.org>

Monday – Friday

Office Hours: 7:10AM-2:55PM

White Mountain Elementary

Patti Nesbitt	Principal
Jessica Trujillo	Assistant Principal
Sheila Davis	Administrative Assistant
Melani Freeman	Secretary/Receptionist

Contact Information

203 White Mountain Dr.

Ph. 575-258-6300

Fax 575-258-5578

Monday – Friday

Office Hours: 7:10 AM – 3:00 PM

School Nurse

Patricia Ordorica-Woody, BSN, RN, NCSN

Ph. 575-258-6303

Fax 575-258-0008

Monday – Friday

Office Hours: 7:30 AM – 2:15 PM

2025-2026 SCHOOL CALENDAR – See Appendix A

All school information can be found on the Ruidoso website www.ruidososchools.org
or “like” us on Facebook at
<https://www.facebook.com/pages/White-Mountain-Elementary-School/105573229499197>

DAILY SCHEDULES

Daily

7:15 AM Parent Drop Off Begins/ Buses Arrive

7:20 AM School Begins/Breakfast

7:35 AM TARDY DEADLINE

*Late Arrivals after 7:35 AM: WME parents/guardians will be required to accompany their child to the main entrance door where they will be met by office staff and signed into school TARDY.

2:35 PM Dismissal/Load Buses

2:45 PM Buses Depart

2:55 Teachers Dismissal

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

SNOW DAY / INCLEMENT WEATHER / DELAY

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



1. In the case of a two-hour delay or school, Ruidoso Municipal Schools will use the Robocall dialer to notify families. 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 stations: (93.5, 101.5 FM and 1490 am) and television stations (Ruidoso Schools Cable Channel 15, and Satellite: 4, 7, and 13) 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.

Communication

- Communication is of the utmost importance. Ruidoso Municipal Schools will communicate important 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 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, therefore it is important to call or message your teacher for an appointment. Together, you and the teacher can work out a conference time that is mutually convenient.
- WME teachers also use the accountability card daily as a communication tool. Please check for this every evening and sign.
- Opt-in to receive text messages- Using the cell phone you want to receive messages, text YES to the number 67587
- WME uses a schoolwide electronic communication platform for parents and teachers to communicate with each other. Check your child's teacher regarding which platform.

Early Checkout Procedure

- Students will not be permitted to leave school during school hours with any adult whose name is not listed on school records (unless prior arrangements have been made).
- Parent/Guardian must report to the office to check out the child, at which time the student will be called from the classroom to the office.



BUS INFORMATION / TRANSPORTATION

- Please do not park in the bus loading areas during the school hours.
- Please advise anyone picking up your child of the specific locations and procedures.
- 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 street address of where the student is to be dropped off. The note will need to be turned into 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. Please, do not call the classroom teacher.
- No student will be allowed on a different bus without a note from the office.
- 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.
- Each student will be issued an identification card lanyard for transportation safety. The first card will be issued at no cost. Replacement cards have a \$5.00 fee. Please return the bus information form to your child's teacher.
- Please call (575) 257-6301 **before 1:30 pm** for bus change requests.
- Lincoln Transportation: (575) 378-5410

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.

MULTIPLE SIBLINGS AT SVP and WME:

★ Morning Drop-Off: (7:15-7:30 AM)

★ Afternoon Pick-Up: (2:35 PM)

Please pick up your student in a timely manner. Teachers and office personnel have a contract that ends each day at 2:55.

Ruidoso Municipal School Board Policy:

a. If a student is not picked up 30 minutes after release time and we are unable to contact a parent/guardian or any of the emergency contacts, the school Resource Officer will be contacted to transport the student to CYFD or the police station.

b. Monday, Tuesday, Thursday, Friday the student release time is 2:35.

Wednesday release time is 1:05

c. If the SRO is unavailable. The police department or CYFD will be called.

- d. Teachers will not transport students in teacher-owned vehicles. When a student is not picked up, a staff member may not transport the student in a private vehicle.

ATTENDANCE

To help your child achieve their full potential and build a successful school career, we encourage consistent attendance. If possible, medical and dental appointments should be scheduled outside of the regular school day hours. Our goal is to provide every student with the maximum amount of uninterrupted instruction each day.

General Attendance Guidelines:

1. A written explanation is required for an absence to be excused and must be presented upon the students' return.
 - a. Written notes shall contain the name of the student, the date(s) absent, an explanation of the absence, a parental signature, and a current phone number.
 - b. Please attach any doctor's notes or recommendations if available.
2. If a student checks out before 11:00 a.m., he/she will be considered absent for 1/2 day.
3. A student may have no more than TEN (10) absences (explained or unexplained).
4. On the 10th absence, written notification will be sent to the parents.
5. On the eleventh (11) absence, and any ensuing absences an attendance contract may be created.
6. Out of school suspension, for any reason, will be counted as part of the ten (10) day accrual.
7. A student who is absent for ten (10) consecutive school days without office notification will be dropped from the school's attendance records and will need to be re-enrolled.
8. Chronic absenteeism will result in a collaborative attendance plan with the school and family.

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.

TARDINESS

Students are considered “Tardy” to school after 7:35 AM. WME parents/guardians will be required to accompany their child to the main entrance to sign students into school for the day. Chronic tardiness will result in a collaborative attendance plan with the school and family.

EMERGENCY INFORMATION/SCHEDULED SAFETY DRILLS

Please make sure the school has current emergency 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.

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.



School Nurse Information:

The school has a full-time nurse to meet the students' needs. The school and the school nurse are committed to creating a healthy environment that enhances 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, the health information form must have 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. When a student needs to receive medication at school, it is the parent's responsibility to ensure that the medication arrives at school in a properly labeled container with all required documentation for the school nurse. Students are not allowed to transport any medication to school. The parent or guardian and the prescribing doctor must sign a Medication Authorization Form. The form must specify the student's name, the name of the medication, the time, dosage, and route of administration. 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. The Medication Authorization Forms are available in the nurse's office.

Health Protocols:

- Depending on the student's healthcare needs, the Nurse will schedule times to address those needs.
- If your child becomes ill and doesn't feel well enough to take part in school, please keep your child home until their symptoms improve. Please help prevent the spread of illness by keeping your child home when they are sick.
- 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. WME- Student/Parent Handbook 7
- Students will be sent home when it is determined that they are too ill to remain in school due to a fever of 100.4°F, vomiting, active diarrhea, an undiagnosed or untreated skin rash, or other contagious conditions.
- Students must be retrieved by their parent or guardian within two hours. All parents or guardians will be met at the entrance door to escort their child home.
 - CYFD/local authorities will be notified if any child is left longer than two hours without reasonable notification.
- 911 WILL be called for life-threatening situations.

IMMUNIZATIONS

All students are required to be immunized according to NM state law to attend school. Please check with the school nurse if you have any questions regarding your student's current shot records. An immunization clinic is held every Monday, except on holidays, from 8:30 to 11:00 a.m. at the Ruidoso Health Office, located in the Lincoln County Sub-Station near the Village of Ruidoso Offices. Medical or Religious immunization exemption forms must be updated yearly. The exemption forms are updated annually and must have the correct year at the bottom of the document; otherwise, the state will not accept or approve the immunization exemption request. <chrome-extension://efaidnbmninnibpcapjpcglclefindmkaj/Certificate of Exemption Form Instructions>

SECTION 2 – Students



DRESS CODE

Appropriate dress for school should be respectful and in good taste. Therefore, we ask that WME parents support their children in making appropriate choices in their daily attire. Included in appropriate dress is clothing appropriate for the weather. Weather can change rapidly, and students should be prepared for that eventuality.

SHIRTS - As a safety precaution, absolutely no inappropriate logos, advertising, drug, violent or alcohol related tops are allowed. Please refrain from wearing spaghetti straps, tank tops, midriffs or cut off shirts.

PANTS/SHORTS/SKIRTS – These need to be appropriate for school so should not be shorter than the point where extended fingers end when the student is standing up straight with shoulders relaxed. Students wearing skirts are encouraged to wear shorts under. Pajamas can be worn when they have been earned as a class incentive or a special event day.

SHOES - Safe and appropriate footwear for school and activities is required. Please avoid wearing: platform heels, flip flops, house slippers, or slides. Students must be able to run in footwear.

ACCESSORIES - Hats, hoodies, bandanas, and sunglasses are not allowed to be worn during the regular school day in classrooms or the hallways. They may be worn on certain field trips and special days as designated by administration. The administration has the authority to determine appropriateness of the students' attire as well as dress accessories (jewelry, scarves, headbands, etc.) as needed.

****The dress code may be modified throughout the year as needed.**

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. A “Field Trip Permission Slip/Behavior Contract” 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. Students must be in good standing with the school regarding attendance and behavior. If a student exhibits behavior that causes he/she to be ineligible for a field trip, the student’s behavior information form and eligibility for field trip will be determined by the determination team.

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 required to provide their own transportation and follow the group. If parents would like to take the student home following the field trip, a permission form must be filled out and signed by the parent and teacher prior to the field trip.

HOMEWORK

Homework 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).

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.

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. [SB11, Anti-Distracted Policy in Schools](#), These devices may cause distractions and disruptions to the instructional setting. However, if you feel your child must carry a cell phone or smart watch, it must be turned off and secured in the child's backpack during school hours. The school will not be held responsible for lost and/or stolen items.

****Emergency messages should be handled through the office personnel. Please do not call your child's phone/device during school.**

PETS

Due to liability concerns and the welfare of students with allergies, pets will NOT be allowed at school.

TOYS/PERSONAL ITEMS

Students should not bring toys or other personal items not necessary for academic purposes unless specifically requested by the classroom teacher.

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. Unidentifiable items that are not claimed by the end of the year will be donated to charitable organizations.

CAFETERIA

The Ruidoso School District provides dining services for all students. Kindergarten-5th grade students qualify for free breakfasts and lunches for the 2025-2026 school year. Students will be taught the cafeteria expectations of behavior at the beginning of the year. Due to allergies and other health issues, sharing food and drinks is unacceptable in our cafeteria. We also ask that the students leave large bags of chips, snacks, candy and sodas at home.

Parents are welcome to eat with their students on special occasions during the student's designated lunch time. We have a special parent table set aside for these occasions.

If you have any food service-related questions, please contact the Food Service Office at 575-630-7993 or email at lanea@ruidososchools.org.

Playground Rules

Please go over these rules with your child.



The duty teacher should see that the following rules are observed:

a. Swings:

Swing on your bottoms only (not on your knees, stomach, back, or feet).

Swing back and forth only (not sideways or twisting).

Never jump out of the swings

When not swinging, stay a safe distance away from the swings.

b. Monkey bars/Ropes, Dome:

Do not walk on top of the monkey bars, dome bars, or ropes.

Do not hang from your legs. Hang only with both hands on the dome, monkey bars/ropes.

Never jump off the dome, monkey bars/ropes.

c. Merry Go Rounds:

Must sit on your bottom on the designated seats, feet pointing to the middle.

Do not hang legs outside of the spinner.

There must be no more than 4 at a time on the spinner.

Only one person pushing at a time.

d. Curbed Area: (i.e. Stem wall area) ***This is a walk only zone.***

Always walk in the curbed areas (concrete stem walled area).

Never run in or around stem walls.

Never jump off of stem walls.

Do not climb on the fences in this area.

e. Storage sheds:

Do not go behind storage sheds or other buildings.

Always be where a duty teacher can see you.

f. Windows:

Stay away from all school windows so as not to disrupt other classes or disrupt teachers who are working.

No bouncing any balls against any wall with windows.

g. Fence:

Never climb on any fences.

Don't talk to anyone outside of the fence.

Never chase a ball, Frisbee, etc. into the street.

Ask a duty teacher for help.

h. Leave things on the ground.

Leave all-natural materials on the ground including sticks, rocks, pavement, wood chips, leaves, grass and so on.

- i. Stay out of the mud** and water so as to keep our school clean.
- j. Bathroom** –Always ask a duty teacher first.
- k. No tackle football.**
- l. No electronic toys, cell phones or skateboards.**
- m. No hardballs or bats.**
- n. No trading cards (PokeMon, baseball, etc.)**
- o. Use good playground etiquette:**
 - Keep your hands/feet to yourself.
 - Respect others' personal space.
 - Be polite - say, "Please, thank you, Excuse me."
 - No pushing, shoving, fighting or tackling.
- p. Soccer Field Areas:**
 - Stay to the right of the wood chip path.
 - Do not go near the fence.
 - You must stay in sight of the duty teacher at all times (i.e. do not go behind buildings).
- q. Please stay off tree wells:**
 - Please do not stand on top of the tree wells and do not get inside the tree wells.

DISCIPLINE

White Mountain Elementary School Discipline Matrix

2025-2026

Level 1 Behaviors			
Type of Violation	1 st occurrence	2 nd occurrence	3 rd + occurrence
Distraction : Noises, talking out of turn, blurting out, profanity horseplay	Redirect by teacher Verbal correction reminder of expectation	1-on-1 discussion; Change of seat, behavior intervention General note on accountability card and phone contact to parent.	Classroom consequence; General note on accountability card and phone contact to parent. Possible Office Referral Office assigned consequence: loss of privilege time in office, detention or ISS
Disrespect: not following directions, rude comment, throwing items, misbehavior for teacher or substitute	Redirect by teacher Verbal correction reminder of expectation	1-on-1 discussion Change of seat, behavior intervention; classroom consequence General note on accountability card and phone contact to parent.	General note on accountability card and phone contact to parent. Possible Office Referral Office assigned consequence: loss of privilege time in office, detention or ISS
PDA: Public displays of affection	Teacher call home with a log entry and teacher general note on accountability card regarding phone call home	General note on accountability card and phone contact to parent. Office Referral Office assigned consequence: detention or ISS Referral to counselor	General note on accountability card and phone contact to parent. Office Referral Office assigned consequence: detention or ISS if available Admin meeting with parent

	Referral to counselor		
Cafeteria etiquette: Deliberate mess, profanity horseplay, not following directions, cutting in line	Verbal Correction; Reminder of expectation Clean up the mess	Verbal Correction Reminder of expectation clean up mess Possible change in seating or another behavior intervention	General note on accountability card and phone contact to parent. Possible Office Referral Office assigned consequence: loss of privilege detention or ISS Possible teacher/admin meeting with parent
Electronic devices violation (see electronic devices page for full details) Senate Bill 11 Anti Distraction Bill	General note on accountability card and phone contact to parent. device surrendered to office student may retrieve device at end of day	General note on accountability card and phone contact to parent. Office referral Office assigned consequence: detention or ISS device surrendered to office Parent may retrieve device at office	General note on accountability card and phone contact to parent. Office referral Office assigned consequence: detention or ISS device surrendered to office Parent may retrieve device at office
Dress code violation (see dress code page for full details)	Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day Students will be provided with temporary school clothing when available to be dressed more to code for the remainder of the day If necessary, students' parents/guardians may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.		
Racist/derogatory comments	Redirect Verbal correction Possible referral to school counselor	1-on-1 discussion w/teacher General note on accountability card and phone contact to parent. Office referral Office assigned loss of privilege, consequence: detention or ISS	General note on accountability card and phone contact to parent. Office referral Office assigned consequence: loss or privilege, detention ISS,, or OSS implemented at the discretion of administration Possible referral to SRO with possible legal citation

END OF Level 1 Behaviors

Level 2 Behaviors			
Type of Violation	1 st occurrence	2 nd occurrence	3 rd occurrence
Inappropriate play, pushing, hitting, tackling, throwing or playing with things repeatedly, instigating others, dangerous actions	Verbal correction Reminder of expectation behavior intervention	1-on-1 discussion change seat/location classroom consequence Teacher phone call home. Note on accountability card	General note on accountability card and phone contact to parent. Possible Office referral Office assigned consequence: detention ISS OSS.
Cheating: using resources not allowed on assignment (including AI), copying another's work, allowing others to copy your work, plagiarism Dishonesty	Loss of points on assignment redo at teacher discretion General note on accountability card and phone contact to parent.	0 on assignment; redo at teacher discretion; Phone or in person conference with parent and student w/log entry	General note on accountability card and phone contact to parent. 0 on assignment; Office Referral; Office assigned consequence: loss of privilege, detention or ISS
Misuse of school computer by going to inappropriate website	Possible loss of computer privileges for up to 1 week. General note on accountability card and phone contact to parent. **See school computer use agreement.	Office Referral Possible loss of computer privileges for up to 4 weeks and/or detention. General note on accountability card and phone contact to parent. **See school computer use agreement.	Office Referral Possible loss of computer privileges for up to the remainder of school year and/or detention. General note on accountability card and phone contact to parent. **See school computer use agreement.
(END OF) Level 2 Behaviors			

Level 3 Behaviors

All occurrences result in Office Referral and may result in a referral to the School Based Health Center. Level 3 occurrences may result in referral to Ruidoso Police Department/Juvenile Probation Office. Administration will, at their discretion, treat previous Level 3 or repeated level 2 behaviors as previous occurrences within the past school year. Administration will escalate any consequence if they determine a credible threat/safety hazard exists.

Type of Violation	1 st occurrence	2 nd occurrence	3 rd occurrence
fighting/physical aggression	General note on accountability card and phone contact to parent. 1-2 Day OSS parent meeting behavior contract Restorative practices if applicable and/or referral to school counselor.	General note on accountability card and phone contact to parent. 2-5 Day OSS; parent meeting; behavior contract Restorative practices if applicable and/or referral to school counselor and/or SBHC	General note on accountability card and phone contact to parent. 5-10 Day OSS; parent meeting behavior contract restorative practices and or referral to SBHC. Possible referral to SRO with possible legal citation
Major disrespect, insubordination, disruption, repeated school rules violation	General note on accountability card and phone contact to parent. Office referral Possible 1-2 Day ISS or OSS parent meeting behavior contract Restorative practices if applicable and/or referral to school counselor.	General note on accountability card and phone contact to parent. Office Referral Possible 2-5 Day ISS or OSS parent meeting behavior contract Restorative practices if applicable and/or referral to school counselor and/or SBHC.	General note on accountability card and phone contact to parent. Office Referral Possible 5-10 Day OSS; possible referral to hearing officer parent meeting; behavior contract Restorative practices if applicable e and/or referral to school counselor and/or SBHC
Substance abuse: use or possession of illegal drugs (including vapes, alcohol, nicotine, marijuana, or related paraphernalia)	General note on accountability card and phone contact to parent. Office Referral 1-2 Day OSS; parent meeting; behavior contract referral to school counselor and/or SBHC	General note on accountability card and phone contact to parent. 2-5 Day OSS; parent meeting; behavior contract referral to school counselor and/or SBHC Parent/student meeting with SRO	General note on accountability card and phone contact to parent. 5-10 Day OSS; parent meeting; referral to hearing officer referral to school counselor and/or SBHC

*student subject to search after first occurrence.	Parent/student meeting with SRO		
Assault (threats) or Battery physical aggression)	phone contact to parent. 3 Day OSS; parent meeting; behavior contract restorative practices if applicable Possible referral to SRO with possible legal citation Possible referral to hearing officer	phone contact to parent. 5 Day OSS; parent meeting; behavior contract restorative practices if applicable Possible referral to SRO with possible legal citation Possible referral to hearing officer	10-day suspension pending a long-term suspension hearing
Harassment, repeated picking on another student.	General note on accountability card and phone contact to parent. Possible parent meeting Possible behavior contract Referral to counselor Possible office referral	General note on accountability card and phone contact to parent. Possible parent meeting Referral to counselor Possible office referral	General note on accountability card and phone contact to parent. parent meeting office referral Possible referral to SRO with possible legal citation
Vandalism, Theft, Property damage or defacement less than \$100; activating safety equipment when not an emergency	General note on accountability card and phone contact to parent. Possible parent meeting Referral to counselor Possible office referral Office Referral 1 Day OSS parent meeting behavior contract restitution of value lost	General note on accountability card and phone contact to parent. Possible parent meeting Referral to counselor Possible office referral Office Referral 3 Day OSS parent meeting behavior contract restitution of value lost	General note on accountability card and phone contact to parent. Possible parent meeting Referral to counselor Possible office referral Office Referral 5 Day OSS parent meeting; behavior contract restitution of value lost
Vandalism, Theft, Property damage or defacement more than \$100.	General note on accountability card and phone contact to parent. Possible parent meeting Referral to counselor Possible office referral Office Referral	General note on accountability card and phone contact to parent. Possible parent meeting Referral to counselor Possible office referral Office Referral	General note on accountability card and phone contact to parent. Possible parent meeting Referral to counselor Possible office referral Office Referral

	3 Day OSS parent meeting; behavior contract restitution of value lostPossible referral to SRO with possible legal citation	5 Day OSS parent meeting behavior contract restitution of value lostPossible referral to SRO with possible legal citation	10-day suspension pending a long-term suspension hearing Parent meeting Behavior contract restitution of value lost Possible referral to SRO with possible legal citation
Bomb threats, explosives threats, school threats, false alarms (including electronic and social media)	10-day suspension pending a long-term suspension hearing	Per Section 30-20-16 NMSA 1978 (bing laws 1975, Chapter 285, Section 1, as amended) : Bomb Scares: Making a bomb scare consists of intentionally and maliciously stating to another person that a bomb or other explosive has been placed in such a position that property or persons are likely to be injured or destroyed. Making a shooting threat consists of intentionally and maliciously communicating to another person a serious expression of an intent to bring a firearm to a property or use the firearm and intent to: 1) place a person or group of persons in fear of great bodily harm, and a person or groups of persons was placed in fear of great bodily harm	
Possession of weapon, dangerous instrument, destructive device, knife with a blade less than 3", pepper spray, Taser, live ammunition, or simulated weapon	General note on accountability card and phone contact to parent. Possible parent meeting Referral to counselor Possible office referral Office Referral 1 Day OSS parent meeting; behavior contract restorative justice if applicable	General note on accountability card and phone contact to parent. Possible parent meeting Referral to counselor Possible office referral Office Referral 3 Day OSS; parent meeting; behavior contract restorative practices if applicable;	General note on accountability card and phone contact to parent. Possible parent meeting Referral to counselor Possible office referral Office Referral 5-10 Day OSS parent meeting behavior contract restorative practices if applicable Referral to hearing officer.
Eloping, running away from teacher, being in an alternative location from where expected	General note on accountability card and phone contact to parent. Possible parent meeting Referral to counselor Possible office referral Office Referral parent meeting	General note on accountability card and phone contact to parent. Possible parent meeting Referral to counselor Possible office referral Office Referral 1-2 Day ISS/OSS	General note on accountability card and phone contact to parent. Possible parent meeting Referral to counselor Possible office referral Office Referral 3-5 Day ISS/OSS

	behavior contract restorative practices if applicable	parent meeting; behavior contract restorative practices if applicable	parent meeting behavior contract restorative practices if applicable
Possession of firearm, knife with a blade more than 3”, explosive, or wielding any weapon	10-day suspension pending a long-term suspension hearing	Student subject to search after first occurrence.	
(END OF) Level 3 Behaviors			

"Racialized aggression is defined as any aggressive act which can be characterized, categorized, or which appears as such to be racial in nature." These acts and behaviors are strictly prohibited.

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. A fee will be charged for any lost or damaged books.

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 apart computers will result in an office referral being made. If a computer is damaged the student and parents will be responsible for paying for replacement or repair costs.

The district has several different models of Chromebooks with the repair costs for each part. Damaged Chromebooks are sent off for repair to determine the repair needed and the cost. Chromebooks that are too damaged to repair will be charged for a full replacement cost. Lost chromebooks will also be charged for the full replacement cost.

Chromebook repair costs

Model	Repair part	Repair cost
HP 14 G5		
	Bezel	49.00
	Bottom case	59.00
	Camera	39.00
	Hinge	49.00
	LCD	79.00
	Palmrest	79.00
	Topcover (keyboard)	69.00
	Touchscreen	99.00
	Trackpad	49.00
	Motherboard	119.00
HP 14 G6		
	Bezel	49.00
	Bottom Case	59.00
	Camera	39.00
	Hinge	59.00
	LCD	79.00
	Palm Rest	79.00
	Top Cover (keyboard)	69.00
	Touchpad	49.00
	Touchscreen	99.00
	Motherboard	119.00
Lenovo 14e		
	Bezel	49.00
	Camera	39.00
	Charging Port	39.00

	Motherboard	119.00
Full Replacement: All models		419.00
Power Adapters: All models		20.00

	Headphone Jack	39.00
	Hinge	49.00
	LCD	79.00
	Missing Key (keyboard)	79.00
	Palm Rest	99.00
	Touchscreen	99.00
	Motherboard	119.00
Lenovo 14e G2		
	Bezel	49.00
	Camera	39.00
	Hinge	59.00
	LCD	139.00
	Top cover	69.00
	Palm Rest	109.00
	Keyboard	129.00
	Touchscreen	139.00
	Motherboard	119.00
Lenovo 14e G3		
	Bezel	49.00
	Camera	39.00
	Hinge	59.00
	LCD	139.00
	Top cover	69.00
	Palm Rest	109.00
	Keyboard	129.00
	Touchscreen	139.00
	Motherboard	119.00
ACER R721T		
	Bottom Cover	49.00
	Camera	39.00
	Keyboard	49.00
	Hinge	49.00
	Palm Rest	79.00
	Top Cover	69.00
	Touch Screen	109.00
	Trackpad	39.00



CHROMEBOOK AND GOOGLE APPS FOR EDUCATION ACCOUNT

DISTRICT POLICY STATEMENT

The RMSD Board of Education adopted the ***Chromebook and Google Apps for Education Account*** policy in January of 2023. The policy as published is the governing document should a possible violation of the policy by a student occur. Parents and guardians are strongly advised to read the entire policy document which can be accessed online here <https://www.ruidososchools.org/Chromebook-GFE-Policy.aspx>. Formal publication in the Board Policy Manual is pending action from NMSBA Policy Services.

The purpose of the policy is to establish the district's expectations for students and the student's responsibilities regarding the proper care, handling and appropriate use of the district's Chromebooks and the account(s) issued to students for the purpose of using the Chromebooks for RMSD directed educational activities.

The policy also establishes the authority of, and guides administrators in enforcing the terms of the policy regarding lost, stolen, damaged, or misused Chromebooks and student accounts.

Inclusion of this District Policy Statement in this student handbook:

1. Establishes the student's and parents/guardian's acknowledgement of their responsibility to use the Chromebooks solely for educational purposes, and to care for the devices and associated equipment, accounts and access to resources made available by the district appropriately, whether on district premises or off.
2. Establishes the expectation that students and parents/guardians understand the full policy as published, that they will follow the directions, prohibitions, and guidance in the policy explicitly, and that they agree to the terms and conditions described in the policy.
3. Serves, under the terms and conditions of the policy, as the student's and parent/guardian's acknowledgement of and agreement to be financially responsible for lost, stolen, vandalized, or otherwise damaged devices and device accessories, whether issued to the student individually or made available on district property for educational purposes.

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. 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.

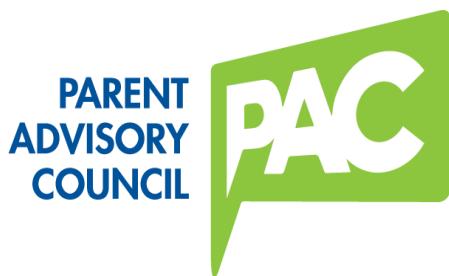
Visitor Protocols

- 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 will 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.
- Visitors shall use the "parent table" if eating in the cafeteria.
- 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.

**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.

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 by the deadline given.

Ways for Parents to be Involved



Parent Advisory Council (PAC): Building Stronger School Communities

We are excited to announce the establishment of a Parent Advisory Council (PAC) at each school site, beginning at the start of the new school year! The PAC will serve as a vital link between parents, school administration, and the wider community.

What is the PAC?

The PAC is a dedicated group of parents who work collaboratively with school leadership to:

- **Improve Communication:** Facilitate open and effective communication between parents and the school, ensuring that important information is shared and understood.
- **Enhance Community Involvement:** Foster a stronger sense of community by organizing events, promoting volunteerism, and encouraging parent participation in school activities.
- **Boost Overall Credibility:** Provide valuable feedback and insights to school administration, helping to ensure that school policies and practices are aligned with the needs and expectations of the community.

Why Join the PAC?

Being a member of the PAC offers a unique opportunity to:

- Make a tangible difference in your child's education and the overall school environment.
- Collaborate with other parents and school staff to address important issues and develop innovative solutions.
- Gain a deeper understanding of school operations and decision-making processes.
- Strengthen your connection to the school community and build lasting relationships.

If you are passionate about improving our schools and are interested in actively contributing to the success of our students, we encourage you to consider joining the PAC. This is a fantastic way to get involved, have your voice heard, and help create a thriving learning environment for all. Contact your student's teacher if you are interested in becoming a PAC member.

School Advisory Council-SAC:

The School Advisory Council (SAC) offers another fantastic opportunity to actively participate in school operations and stay informed about important issues impacting your child's education. By collaborating with school administrators and teachers, you'll play a key role in ensuring our school remains a safe and **successful** learning environment. Contact your student's teacher if you are interested in becoming a member.

COUNSELING / GUIDANCE / SOCIAL SERVICES

The Ruidoso Schools provide counseling and guidance services on an as needed, crisis, 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. Counseling office number: (575) 258-6305.

HARASSMENT, SEXUAL HARASSMENT OR PHYSICAL ABUSE REPORTING

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. WME will follow School Board Policy J-3600.

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.

NATIVE AMERICAN-SENATE BILL 163

"Ruidoso Municipal Schools honors and respects the cultural traditions of our Native American students. In alignment with Senate Bill 163—and as has long been our district's practice—students who are enrolled in or eligible for enrollment in a federally recognized Indian nation, tribe, or pueblo are permitted to wear tribal regalia, including traditional dress, jewelry, feathers, beadwork, footwear, or other culturally significant items, at graduation ceremonies and other public school events."

PHOTO OPT OUT

White Mountain Elementary will often take photographs of students and staff for the purposes of promoting Ruidoso Municipal School District and sharing what activities are happening at White Mountain Elementary. If you choose to **OPT OUT** and do not want your child's photograph shared please obtain **OPT OUT** form from the office.

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.

Water Safety Guidance

Safety guidance for being around any body of water including, but not limited to, swimming pools, ponds, lakes, and/or rivers. This is taken directly from Red Cross water safety guidelines. **Red Cross:** <https://tinyurl.com/redcrossswimruidoso>

Swimming Safety Tips:

- Provide close and constant attention to children you are supervising, even when a lifeguard is present, no matter how well the child can swim or how shallow the water. Avoid distractions including cell
- Never leave a young child unattended near water and do not trust a child's life to another child; teach children to always ask permission to go near water.
- Designate a "water watcher" whenever in a group setting.
- Take smart precautions and use layers of protection.
- Stay within an arm's reach of any weak or inexperienced swimmer who is in the water.
- Have young children or inexperienced swimmers wear U.S. Coast
- Guard-approved life jackets around water, but do not rely on life jackets alone.
- Do not rely on the use of water wings, swim rings, inflatable toys or other items designed for water recreation to replace adult supervision.
- If you have a pool, secure it with appropriate barriers to prevent unsupervised access to the water.
- Many children who drown in home pools did so during non-swim times - when they weren't expected to be in the water, including as the swimming activity was coming to an end and everyone was thought to be out of the water.
- Children were often out of sight for less than 5 minutes and in the care of one or both parents at the time.
- Ensure that everyone in the family learns to swim well and what to do in a water emergency.
- If a child is missing, check the water first. Seconds count in preventing death or disability.
- Know how and when to call 9-1-1 or the local emergency number.

- Have appropriate equipment, such as reaching or throwing equipment, a cell phone, life jackets and a first aid kit.
- Enroll in age-appropriate Red Cross water orientation and learn to swim courses.
- Enroll in Red Cross home pool safety, water safety, first aid and CPR/AED courses to learn how to prevent and respond to emergencies.

NOTE: Ruidoso Parks and Recreation typically offers registration for swim lessons in early April with lessons beginning shortly thereafter.

Parent/Guardian Handbook Receipt Page

Signing reflects that you and your student have read the 2025-2026 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, request a student handbook in paper form from the office.

Sign and return this form to your child's teacher by August 15, 2025.
Thank you.

Student Name _____

Grade Level _____ Teacher _____

Parent/Guardian Signature _____

Parent/Guardian Printed Name _____

Date _____

Office use only

.....

Date Received: _____