

**MELROSE
ELEMENTARY
SCHOOL**



**2020-2021
PARENT / STUDENT
HANDBOOK**

Dear Parents/Guardians and Students:

On behalf of the Melrose Elementary School staff, I want to welcome you to the 2020-21 school year. We are excited to begin the new school year. Melrose Elementary has received the distinction of being a National Blue Ribbon Elementary School. This is a tremendous accomplishment for Melrose Schools and the community it serves. We have an outstanding student body and a dedicated faculty and we are continuing to pursue excellence in all our programs. I believe Melrose Elementary School is one of the very best in the state and hope this will be a successful and satisfying school year for you.

The pages of the handbook are filled with important information regarding school policy and procedures. This information has been carefully prepared to help students succeed at Melrose Elementary School and is in compliance with board of education policies. Parents and students should review the contents together. We hope it is helpful to you and answers any questions you may have.

Melrose Municipal School has a website listed for your convenience, listing lunch menus, sports calendars, upcoming events, alumni news and email addresses for faculty and staff. Please visit our website during the school year. You can log on to the website by going to www.melroseschools.org.

If you haven't done so already, please download the Skyward App on your phone or desktop so that you can have instant access to your child's grades and lunch information. Also, if you are not already receiving our school texts, please sign up for our texting app by texting @ melparents to 81010. Feel free to stop by the office or call 575-253-4266 if you have any questions.

Thank you for the support and opportunity to work with you as part of our team!

Sincerely,

Ed Gannon

Principal

**MELROSE ELEMENTARY SCHOOL
PERSONNEL**

Brian Stacy	Superintendent
Ed Gannon	Elementary Principal
Elaine DeVaney	Elementary Secretary
Kelsi Dunlap	Preschool Teacher
Holly Sorgen	Kindergarten Teacher
Lacey Field	1st Grade Teacher
Shelly Tate	2nd Grade Teacher
Alexandria Roach	3rd Grade Teacher
LaShawna Young	4th Grade Teacher
Shelli Pinnell	5th Grade Teacher
Kendra Lewis	6th Grade Teacher
Trisha Saulsberry	Physical Education
Kevin Lackey	Special Education
Angie Prock	Music/Special Education
Karla Moore	Speech Therapy
Tammy Jacobs	Title I Teacher
Jori Watson	School Nurse
Kim Green	Educational Aide
Twila Gorley	Educational Aide/ Librarian
Marti Stacy	Educational Aide/ Art
Cristal Woffard	Educational Aide

**STUDENTS ARE NOT TO ARRIVE AT SCHOOL
BEFORE 7:45 AS TEACHERS ARE NOT ON
DUTY UNTIL THAT TIME!!!**

8:00	First Bell Rings
11:00	Lunch (K-2 grades)
11:30	Lunch (3-4 grades)
12:10	Lunch (5-6 grades)
3:40	Elementary students dismissed
3:45	Jr. High & High School students dismissed

*****TIMES SUBJECT TO CHANGE*****

GENERAL GUIDELINES

STUDENT ATTENDANCE

If a student is ill or must be absent from school, the parents are to call the school before 8:00 a.m. The phone number is 253-4266. Tardiness is not accepted. Students are considered tardy if he/she is not in his/her seat when the tardy bell rings.

One criteria of a student's success in school is regular and punctual attendance. Frequent absences and tardies may lead to poor academic work, lack of social development and possible academic failure. No single factor may interfere with a student's progress more quickly than frequent tardiness or absence.

According to state law, it is the obligation of every parent to insure that every child under his/her care and supervision receives an adequate education and training and, if of compulsory attendance age, attends school.

Research has shown that the more students are in class the more they learn. With that fact in mind, the student, the parent and Melrose Schools should make every attempt to see that absences are kept to an absolute minimum. Absences at Melrose Schools fall under two categories: excused and unexcused and this policy will follow mandates from House Bill 106, passed by the 2004 New Mexico Legislature.

EXCUSED

Excused absences will be granted for extra-curricular activities and for other personal absences. Other personal absences will require a telephone call from the parent or a personal visit to the school office by the parent. This will allow administration to regard these kinds of absences as excused if there is a bona fide reason for the student to be absent. Excused absences granted for personal reasons must not be more than 10 per semester. When the student reaches 10 excused absences, not including extracurricular absences, he/she must meet with the attendance committee. Parents will be notified when excused absences are approaching 10 during any one semester.

UNEXCUSED

Unexcused absences mean any absence from school or a class for which the student does not have an allowable excuse pursuant to the Compulsory School Attendance Law or rules of the Melrose School Board.

A student will be considered “truant” if they accumulate five unexcused absences within a twenty-day period and will fall under the provisions of House Bill 106, 2004 New Mexico Legislature.

A student will be considered a “habitual truant” if they accumulate the equivalent of ten or more unexcused absences within a school year and will fall under the consequences listed in House Bill 106, 2004 New Mexico Legislature.

Unexcused absences will be handled by building administrator through disciplinary procedures, until a student becomes a “truant” or a “habitual truant”. This will allow Melrose Schools to identify students with unexcused absences early on so that intervention may take place.

Teachers and staff will take attendance every instructional day at school. House Bill 106 requires Melrose Schools to report truancy and habitual truancy to the New Mexico Public Education Department and to local law enforcement authorities.

If a student has an unexcused absence, the student is responsible for making up the work missed and turning in those assignments on the day following his/her return to school. The following guidelines will be used when students are present for only part of a day:

1. Students entering school after 10:00 a.m. will be counted 1/2 day in attendance.
2. Students leaving school before 12:00 p.m. will be counted 1/2 day in attendance.

TARDINESS

A student who is consistently late for school disrupts the class with his/her entrance and is missing valuable instruction time. The following steps will be applied to students who are tardy:

1. First tardy teacher document and warning.
2. Second tardy teacher document and parent contact.
3. Third tardy student referred to the office.

STUDENT TRANSPORTATION

By state statute the following walking-riding distances are established. Elementary students are eligible for school bus transportation if the walking distance is at least one mile. The following bus rules are for the safety of all students riding the bus:

1. Students are not permitted to stand while the bus is in motion.
2. Students who become serious discipline problems on the bus may have their riding privileges suspended.
3. Students are not permitted to leave the bus at a location that is not his/her designated place without written permission from parents or guardians.
4. Students must have written permission from their parents or guardians, signed by the principal, in order to ride a bus which is not their designated bus.

GRADE REPORTING

Elementary students receive report cards thru Skyward every nine weeks. Progress reports will be posted in the middle of each reporting period. All reports will be available to both the student and parent thru their Skyward account.

HONOR ROLL

There is an A honor roll and an AB honor roll for students in grades three through six. The A honor roll is for students who have earned all A's on their report cards. The AB honor roll is for students who have A's or B's , but do not have a grade lower than a B.

VISITORS TO THE SCHOOL

Parents are welcome and encouraged to visit Melrose Elementary School. For security reasons, we require any visitors, **including parents**, to check into the office and *receive a visitor's pass before proceeding to the classrooms*.

Students not enrolled in Melrose Municipal Schools are a distraction and are discouraged from visiting the classrooms.

Unauthorized visitors may be charged with trespassing.

BREAKFAST AND LUNCH

Breakfast is served each school morning from 7:45 a.m. to 8:15 a.m. Breakfast for students is free and \$1.30 for adults.

A hot lunch is served at school every day. The cost for lunch is \$2.00 per day for elementary students and can be purchased on a daily, weekly, or monthly basis. Lunches must be purchased in advance. Students will not be allowed to charge for their lunch. Parents, **please** pay for your child's lunch in advance. In accordance with the Unpaid Meal Policy as adopted by the Melrose School Board, at any time a student's lunch bill reaches \$45.00, parents/guardians will be notified and the child will be required to bring a sack lunch until the bill is paid in full.

Also, students are welcome to bring a sack lunch to eat in the cafeteria. Free and reduced lunch applications are available in the office. Students choosing to eat lunch at home must have

written permission from parents or guardians on file in the Elementary office. The cost for an adult visitor's lunch is \$3.25. In addition, a second milk will be charged at a price of .30 per milk. This is regardless of the free, reduced or paid status.

STUDENT DRESS

The manner in which students dress for school can influence behavior in learning. Students are expected to come to school dressed in a manner which assures adequate modesty. Student dress that causes disruption or leads to unsatisfactory behavior is inappropriate and is not to be worn. Students are expected to be neat and clean and their clothing should be in good repair when they come to school. The following regulations will be applied:

1. Shoes must be worn at all times.
2. Sleeveless shirts are not allowed. Tops must have a capped sleeve covering the shoulder.
3. Hats, caps, headgear of any type, sunglasses, or similar articles will not be worn in the buildings unless medically required.
4. Clothing which advertises profanity, alcohol, tobacco, or any other drug will not be allowed.
5. Shorts, pants, skirts, tunics, and dresses will not be acceptable when it is determined that they are inappropriate due to fit and/or length. ***The appropriate length for shorts, skirts, and dresses is no shorter than 6 inches above the knee.*** Pants shall fit at the waist and crotch area so as to prevent "sagging" or "bagging". Shorts can be worn during the first nine weeks and the last nine weeks of the school year.
6. **For 4th – 6th grade**, no nylon or spandex shorts, leotards or leggings shall be worn without a shirt, skirt, tunic, or dress that is no shorter than 6 inches above the knee both in the front and the back. Form fitting sweat pants, pajama pants, gym pants, and yoga pants are not allowed.
7. Blouses/shirts exposing midriffs are not allowed.
8. Students should wear their hair in good taste. Male hair length should not extend below the earlobe. Only natural hair colors will be allowed. Unusual hair styles that are designed to draw attention to are not permitted. (mohawks, dreadlocks, ponytails or rattails for males, designs cut in hair, multiple colors, peroxide hair, etc.)
9. It is acceptable for girls to wear earrings in the ear lobe and one high on the ear. Males shall not wear earrings. Neither boys nor girls are allowed to wear any other body piercing articles.
10. Tattoos are not allowed, and must be covered.

This list is not inclusive. Dress deemed inappropriate by the administration will be communicated to the student and then prohibited. Students should note that this dress code applies not only to school hours but to school sponsored activities such as ball games, meetings, and social functions conducted on school property.

The importance of clean, conservative dress is sometimes overlooked; we appeal to your sense of good judgment.

DISCIPLINE PROGRAM PHILOSOPHY

We believe that children should be taught to be responsible citizens at school. They should realize that freedom and responsibility go hand in hand and that they have a responsibility to others in their school relationships. Good citizenship should be rewarded and poor citizenship should be discouraged.

The detention policy is to deter inappropriate behavior and have an immediate response to such behavior. The detention policy will also serve as an alternative to suspension, help to eliminate disruptive behavior and preserve the high standard of behavior at Melrose Elementary School. The detention policy is devised as a means to address all issues that are most disruptive to the teaching and learning environment. These issues include, but are not limited to: tardiness, excessive talking, disobedience, disrespect, failure to complete work, poor attitude, disrupting class, mischief, etc.

When students make poor choices, the most important thing we can do is help them not make the same choice in the future, therefore, student's assigned detention will complete incomplete work or complete a reflection sheet, goal sheet, or a letter home.

Students must know the rules and regulations of the school, be responsible for their part in maintaining these regulations, and be aware of the consequences when they are broken. They should be reinforced positively when they are conforming to the highest concepts of good citizenship. We believe that good citizenship is the responsibility of all adults and children at school and that citizenship and good academic performance are closely related.

Parents are requested to:

- Send your child to school with a good wholesome attitude toward school.
- Be willing to support the school in its disciplinary actions.
- Be interested in your child's grades and quality of work.
- Take time to visit with teachers and the principal when the welfare of your child is involved.
- Definite decisions should not be made on disciplinary problems until the full story is known or reviewed.
- Insist that your children conform to the rules and regulations as set forth by the Board of Education and Administration.

Students are expected to:

- Be regular in attendance, and to account for all absences. Please send a note or call if your child has been absent.
- Be responsible for and expect to assume the consequences of his/her actions.
- Be personally clean, neat, and dress appropriately.
- Display proper respect for all school personnel.
- Follow all classroom rules and school regulations.
- Be honest and fair in dealing with others.
- Cooperate with his/her classmates and to share responsibilities and privileges with them.

GENERAL BEHAVIORAL RULES

RESTROOM/HALL BEHAVIOR

1. Remain quiet in the halls at all times.
2. Walk at all times in the building.
3. Use restroom facilities appropriately.
4. Follow teacher's directions.

CAFETERIA RULES

1. No horseplay in line (pushing or shoving).
2. No "cutting" in line.
3. Talk quietly with your neighbor at your side.
4. No throwing food.
5. Return and stack your tray properly.
6. Clean your area before leaving the table.
7. Wait until your table is dismissed before leaving.

GENERAL PLAYGROUND RULES

1. Use equipment appropriately.
2. No fighting.
3. No running up slides.
4. No tackle football, piling on, or rough play.
5. Play in designated areas.
6. No foul language.

DISCIPLINARY ACTIONS

The administration, at their discretion, may appropriately discipline a student for violating state, local, or district rules. Such discipline may include lunch detention, loss of specials (PE, Music, Art, Recess), in-school suspension, out-of-school suspension, or expulsion.

In-School Suspension: The removal of a student from the regular classroom and placing him/her in an alternate classroom for a specified amount of time. Students who refuse in-school suspension may be sent home and not allowed to make up work.

Out-of-School Suspension: The removal of a student from school for a specified amount of time.

Students suspended from school cannot participate in extra-curricular activities, nor attend any school function during the suspension period.

SEARCH AND SEIZURE

A student's personal property while under the authority of the public schools, and school property assigned to a student, are subject to search. Items found are subject to seizure in accordance with the School Board Policy.

STUDENT CELL PHONE/ELECTRONICS POLICY

It is permissible for students to have cell phones/electronic devices at school, however, it is not permissible for students to have them out, answer them or utilize them during the school day (7:45 – 3:45). The student may choose to keep their cell phone/devices in their backpack or turn it in to their homeroom teacher when they arrive at school. If any student is caught using or carrying their cell phone/device during school hours, it will be confiscated and the parent will have to come to the school to pick it up at the end of the school day. A second offense will terminate the student's ability to bring a cell phone/device to school for the remainder of the school year. Melrose Elementary is not responsible for any lost or damaged cell phones/electronic devices that are brought to school.

TEXTBOOKS

Students are responsible for all textbooks checked out to them. Students are expected to take care of textbooks and return them in good repair at the end of their use. If a textbook or other school property is lost, stolen, or damaged, it must be paid for by May of that school year.

RESPECT OF PROPERTY

Destruction of school property can be very expensive. Students who damage or destroy school property will be responsible for any repairs or replacement costs.

DISMISSAL DURING SCHOOL HOURS

When necessary, children may be dismissed from school to a parent or guardian during the school day. Children may leave only with the permission of their parents or guardians. The school log must be signed in the office. The child will be called to the office for dismissal.

MEDICATIONS AND IMMUNIZATIONS

Prescription medications may be administered at school only with the written instructions of both physician and the child's parents. Nonprescription medications and immunizations may be administered with parent permission. Older students will be allowed to self-administer medication under the same conditions. Students are expected to meet state immunization requirements.

MORNING SUPERVISION

Students are not to arrive at school before 7:45 a.m. Upon arrival at school, students must enter the building and report to their assigned areas.

AFTERNOON SUPERVISION

Students shall be supervised in front of the building and in the hallway by staff members at the end of the school day. Students are not to be in the high school halls until after the high school bell rings. If elementary students are walking home with high schools students, arrangements should be made to meet up with them in the commons area or at an outside exit.

HOMEWORK

In many instances, it is necessary and certainly beneficial to the student to perform additional work assignments at home. We ask your cooperation in emphasizing the importance of completing assignments at home and at school. Students must take the responsibility of completing their assigned homework and turning it in on time.

TESTING

Students will be tested annually according to state guidelines. This will include the New Mexico Standard Based Assessment in grades three through six.

SCHOOL NURSE

A school nurse will be available to students once a week.

SPEECH THERAPY

A speech therapist is available to eligible students. Referrals are made to the program by teachers, parents, and diagnosticians.

PHYSICAL EDUCATION

Physical Education is that phase of education which contributes to the total growth and development of children through organized movement experiences and physical activities. Grades K-6 receive PE on a regular basis. Students must have a signed note from parents or guardians to be excused from PE.

MUSIC

Music is a part of the total education program of Melrose Elementary. Students in grades 1-6 receive music on a regular basis.

LIBRARY

Many of the teachers take their students to the library on a regular basis. Students are encouraged to check books out of the library and share their readings with their parents. Students are responsible for library books that are checked out to them.

INSURANCE

The school does not provide insurance coverage for students. Low cost accidental insurance coverage is available to each student if you choose to use it. These forms will be available during registration.

PARENT /TEACHER CONFERENCE

Parent/Teacher conferences are scheduled twice a year. Please make every effort to attend. If you wish to meet with teachers at other times during the year, please call the office to set up a meeting. Teachers have a planning period and can meet with parents at that time.

SUBSTANCE ABUSE POLICY AND PROCEDURES

In accordance with State Board of Education Regulations 81-3, "Rights and Responsibilities of the Public Schools and Public School Students," and section 22-5-4.3 NMSA 1978, the school district prohibits students from using, misusing, abusing, possessing, selling, dealing, and/or giving away alcohol, controlled substance, solvents/ inhalants used for intoxication, and/or drug paraphernalia while at school, on school property, in school vehicles, or at any school sponsored activity.

School property assigned to students, the student's person or property while under the authority of the school district are subject to search, and items found are subject to seizure when such a search is conducted in accordance with applicable legal procedures.

The principal and superintendent have the authority to suspend and recommend expulsion of students who, after a notice and a hearing, have been found to be in violation of school rules and/or state laws related to alcohol and/or drugs.

The principal or designee will:

- meet with the student to discuss the situation to hear the student’s explanation;
- determine the appropriateness of a search of student and/or property;
- make a determination regarding the use, misuse, abuse, possession, sale, dealing, or giving away of alcohol, controlled substance, solvents/inhalants used for intoxication, and/or drug paraphernalia;
- notify the parent/guardian if further action is to be taken;
- determine intervention needs and disciplinary consequences based on school policy; and
- determine the appropriateness of notifying law enforcement and/or the Juvenile Probation Office.

POLICY REGARDING WEAPONS IN SCHOOL

The Melrose 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. Accordingly, it is the policy of the Board of Education to forbid the possession, custody, and use of weapons by unauthorized persons in or around school property.

This policy is enacted to implement the requirements of the federal Gun Free Schools Act of 1994, 33 U.S.C. 3351 (a)(1) and Gun Free School Zones Act of 1990, 18 U.S.C. 921-924, and it is the intention of the Board that it be interpreted to conform to provisions of these referenced laws.

Definitions:

Weapon: For purposes of this policy, a “weapon” is any firearm, knife, explosive, or other object, even if manufactured for a nonviolent purpose, that has a potential violent use, or any “look-a-like” object that resembles an object that has a potentially violent use, if, under that surrounding circumstances, the purpose of keeping or carrying the object is for use, or threat of use, as a weapon.

Firearm: For purposes of this policy, and for purposes of compliance with the federal Gun-Free-Schools-Act, a “firearm” is defined as any weapon, including a starter gun, which will, or is designed to, or may readily be converted to expel a projectile by the action of any explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer, or any destructive device.

School zone: For purposes of this policy, and for purposes of conformity with the Gun Free Zones Act of 1990, a “school zone” is any area in or on the grounds of a school or within a distance of 1,000 feet from the grounds of a school.

Prohibitions:

It is the policy of the Board that no student shall bring a weapon into a school zone, nor carry or keep any weapon in a school zone or while attending or participating in any school activity, including during transportation to and from such activity.

Enforcement:

A. This policy shall be enforced according to the Board's Student Search and Seizure Policy. Disciplinary actions pursuant to this policy shall follow the procedures prescribed by the State Board of Education Regulation No. 81-3, as amended, and the policies of the District.

B. Any student who brings a firearm or weapon to a school or within a school zone shall, in addition to penalties imposed under the School Board policy, be referred to appropriate law enforcement authorities for prosecution.

Penalties for Violations:

A. Any student found to be in violation of this policy shall be subject to discipline, including long-term suspension and expulsion.

B. In compliance with the federal Gun Free Schools Act, any student found to be in violation of this policy due to possession of a firearm, as defined in this policy, shall, at a minimum, be expelled from school for a period of not less than one year. The Superintendent or the Board of Education may modify such penalty in appropriate cases at their discretion.

C. This policy shall be interpreted in a manner consistent with the individuals with Disabilities Education Act (IDEA).

(1) In accordance with the provisions of 20 U.S.C. 1415e(3)(B) and the IDEA, a child with a disability who is determined to have brought a weapon to a school under the jurisdiction to the School Board may be placed in an interim alternative educational setting as specified by the IEP team.

(2) If the parent or guardian requests a due process hearing, the child shall remain in the alternative educational setting during the pendency of such proceedings, unless the parents and school officials agree otherwise.

DENIAL OF ENROLLMENT OR OF RE-ENROLLMENT

Notwithstanding any other provision of this policy, enrollment or re-enrollment of a student to Melrose Municipal School district may be denied by the principal of such school on the following grounds:

A. The student seeking enrollment or re-enrollment has been expelled from another school district in New Mexico or in any other state during the preceding twelve month period; or

B. The student's behavior in a school district in New Mexico or in another state during the preceding twelve month period makes the student's enrollment or re-enrollment detrimental to the welfare or safety of other students or school personnel.

C. If the school goes through a due process hearing and the student is allowed to attend Melrose Municipal Schools; there will be a 12 month probationary period.

HEARING AND APPEAL OF DENIAL OF ENROLLMENT OR OF RE-ENROLLMENT

A student or the student's parents may appeal a denial of enrollment or of re-enrollment pursuant to above paragraph, through the procedures established for long-term suspensions and expulsions of students, provided, that when the denial of enrollment or re-enrollment was based upon the

student's prior expulsion from another school district within the preceding twelve month period, the admission of evidence of such expulsion shall shift the burden of proof to the student or parents to show that the student should be admitted despite the expulsion. In proceedings regarding denials under all other circumstances provided under the above paragraph, the burden of sustaining the denial shall remain with the school.

Student transfers (out-of-district) must meet the following rules:

- a. "AB" Honor Roll Student (may be waived through committee)
- b. No discipline problems
- c. Subject to 9 week evaluation
- d. Student provides own transportation to school or bus pick up area
- e. Class size/loads and student numbers per class take precedence to any out of district student transfers. Class size has been established-see building administrator
- f. Students in district who move out of district, may continue to attend Melrose Schools as long as they do not withdraw
- g. A current legal change of guardianship instrument, executed by a court of law, under normal circumstances, must be present at the time of the child's enrollment/registration, concerning out-of-district children not living with parent or guardian
- h. Any out of district student(s) must have all required documents turned in and provided to Melrose Schools before they will be enrolled

SCHOOL INTERNET SYSTEM

Melrose Municipal 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.

Access to the computer system, information networks and to the information technology environment with the school district's system is a privilege and must be treated as such by all users of the network and its associated systems. The school district's system will be used solely for the purpose of research, education, and school-related business and operations.

I agree to use the equipment and materials provided by Melrose Schools in an appropriate manner and only as directed by school staff. I will not use any equipment in a destructive, inappropriate, or harmful way. I agree to protect and maintain all equipment I use and inform the appropriate teacher or staff member if any problems arise.

I will not use any computer equipment or network abilities to view or distribute materials, which are offensive due to their content or intent.

I realize that any misuse of equipment can result in disciplinary actions and revocation of equipment usage privileges.

PreK

I. Procedures for Recruitment, Enrollment, and Attendance

- Each district will conduct an annual child find for the purpose of identifying students.
- Each district provides parents with an enrollment/registration packet that will be completed by parents for enrollment purposes.
- Compulsory attendance is not mandated for Pre K students, however, districts communicate with parents regarding attendance

II. Special Education Plan

Screenings:

- The school districts are small allowing for community participation in the programs. Most all of the children are screened through the Child Find held each year along with any additional screenings done by the LEA if a child moves into the community. Child Finds are attended by the local providing agencies, diagnostician, Speech and Language Pathologist, occupational therapist, nurse and counselor if needed. There are various screening/tests that are performed on all PreK students including vision, hearing, dental, and some of the Brigance, BOT, FirstStep, and Flauharty/Language.
- Parents are contacted to let them know if more screening or testing is needed. The advantage of small communities allows the parents to almost get instant results as to process and how it will continue.
- The districts have a diagnostician who does further testing. If screening results provide a need.
- Parents are guided through the process of an IEP process. They are given facts and information along the way to make sure the process is clear. PreK staff in small rural schools work with all children and follow the objectives written in the IEP.

III. Family Engagement Plan

Ways we engage/involve parents

- Beginning school activities for all students
- Parent Night early on with program information along with Q & A with the teacher
- Sign up for parent home visits, parent involvement
- Receive information through calendars, PreK website, and general transition to the school community
- Open Houses, Parent nights, school socials (watermelon busts/ ice cream socials for example)
- Child Find Screenings, LEA school screening for dental and eye checks, well child exams, weight, height etc

Ways the Program supports the parents as their Child's First Teacher

- Monthly parent meetings
- Home visits
- At least two parent conferences that coincide with assessment data cycle (First Semester/Spring) to explain students' accomplishments

- Parents are encouraged to participate in classroom programs, field trips, and of year kindergarten visits to provide a smooth transition into Kindergarten

Ideas and Examples of PreK Monthly Parent meetings

- September – Introduce parents to school and routines
- October – Library Orientation – How to Read to your Child/ start vocabulary introduction to the Common Core State Standards
- November – Developmental Domains/ Birth to 5 years of Age (School Nurse)/ childhood diseases
- December – Art and Music Make a stocking night/collect goods for the needy
- January – Safety Issues at Home- Local Fire Department/CPR and safety tips
- February – Basic Health Issues (snacks, meals), quick math activities for home and car
- March – Discipline and Routines- Counselor, transition to Kindergarten, science night, computer night (kid friendly websites)
- April – Computer Safety for Parents – I-Safe Curriculum/ Cookie Decorating
- May – Summer Activities, water safety, boating safety, public library cards, story time schedule

There is at least a minimum 90 contact hour with the parents each school year.

IV. Procedures for Meals and Snacks

- Each NM Pre K location will provide at least one meal per session that is prepared by an approved School Lunch Program and meets USDA requirements.
- Parents will provide school personnel information regarding food allergies and/or medical needs. Schools will provide alternatives, when needed.

V. Transportation

Rural Schools have established bus routes. Sixty-five percent of the children attending the LEA are bused to school.

- Drivers complete a yearly update maintaining their license
- Professional Development is provided in January to accommodate any new policies or driving changes
- Teachers make sure students/parents are provided schedules of the bus routes
- Students are taught correct bus behavior
- Bus drivers are trained to take care of emergencies/CPR trained
- Small children are never left at a bus stop without supervision
- Buses have radios and phones to be in constant contact with administration

VI. Transition Plan

- All districts have assurances written to the PED they are following the transition guidelines and rules as provided in the Policies and Procedure Manual.
- The PreK programs work hand in hand with the referring agencies to make sure the transition from C-B is smooth and all parties have good information. The Training and Development Consultant for the Center for Development Disabilities works closely with the teachers providing basic information and training. She contacts the teachers with new information regularly and provides any help with transition

questions they may have. Through the training and contacts the children are transitioned easily and effectively.

- PreK children are included in all activities the school provides.
- The children are enrolled in the district and information is treated the same for all students.

VII. Professional Development

Each year the member districts of the Regional Educational Center # 6 participate in regional trainings. There are specific breakout sessions for the PreK children. This year

- The Center for Development and Disabilities department will provide training for transition C-B, indicators and observations, general education.
- PED will provide training on the observation tools, the PreK website and the information that can be obtained.
- Review of the Common Core Crosswalk
- Review of the information presented in October
- Questions and answers for frequently asked questions
- Networking

Staffing:

- All teachers hold degrees and are qualified through PED licensure and are Highly Qualified
- Educational Assistants hold a PED license and are Highly Qualified
- Professional Development plans are on file with the LEA.
- All outside professional development will be reported and recorded
- Each semester the teachers/educational assistants that are working toward Bachelors or Associates will provide an updated transcript to the REC #6 office to show completion of courses.
 - All teachers will follow approved NM Pre K curriculum and practices to ensure developmentally appropriate classroom models with the guidance of the NM Pre K consultants.

BOARD OF EDUCATION

Joe Reed - President
Barry Allen - Vice President
Tyler Belcher - Secretary
Cedar Rush - Member
Larry DeVaney - Member

DISTRICT ADMINISTRATORS

Brian Stacy - Superintendent - 253-4269
Dickie Roybal - High School Principal - 253-4267
Ed Gannon - Elementary School Principal - 253-4266

It is the policy of the Melrose Public Schools not to discriminate on the basis of gender, race, sex, religion, national origin, or disability in any of the educational programs or employment practices. Inquiries regarding compliance with the Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, or section 504 of the Rehabilitation Act of 1973 may be directed to Brian Stacy, Superintendent, at 100 East Missouri Street, Melrose, New Mexico, 88124.

If at any time, discrepancies are found between the information contained here and that which is found in the policies of the Melrose School Board of Education, the latter will be the final authority.

HANDBOOK ACKNOWLEDGMENT

Please read over your Parent / Student handbook carefully. The purpose is for you and your child to review the handbook together and become familiar with current policies and procedures. We are also asking for you to sign at the bottom of this page so that we know you have read the handbook and understand what is in the handbook.

Thank you for your time to and effort in reviewing the Melrose Elementary Handbook.

1st Child's Name (printed): _____ Current Grade: _____

2nd Child's Name (printed): _____ Current Grade: _____

3rd Child's Name (printed): _____ Current Grade: _____

4th Child's Name (printed): _____ Current Grade: _____

I have read the 2020-21 Melrose Elementary Student Handbook and I understand the contents.

Parent signature: _____ Date: _____