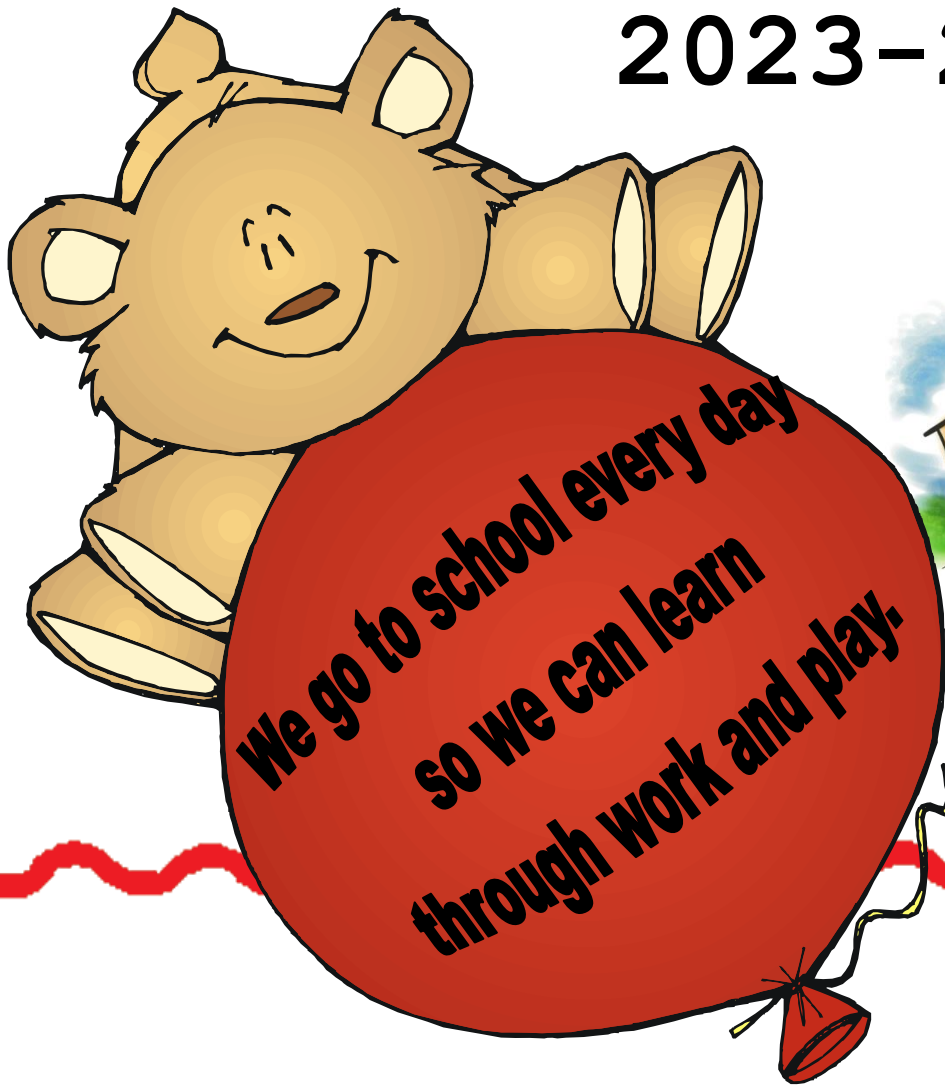


2023-2024



Brown Early Childhood Center
Preschool and Kindergarten

Student/Parent Handbook

520 West Fifth Street
Portales, NM 88130
575.356.7074 or 575.356.7075

Melanie Skinner, Principal
Anna Brock, Assistant Principal

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Dear Brown Early Childhood Families,

Welcome to BECC, Portales Municipal Schools PreK and Kindergarten school. Children in our preschool program are screened, tested, and meet qualifications for our developmentally delayed program based upon abilities and needs according to state guidelines.

Our Kindergarten program is open to all students who are 5 years old before September 1 of that academic year.

We also offer Public PreK to children who turn 4 years old before September 1 of the current academic school year. This enrollment is limited so inquire at PreK office.

Our PreK and Kindergarten programs strive to be exemplary schools in the areas of special education for young children and by Early Childhood Indicators for student success.

BECC teachers are professionals who care about your child and work to provide the very best possible education. We are continually reviewing and modifying our processes as we receive additional training and information.

We want every family to feel comfortable and welcome at BECC. Please feel to visit with our faculty and staff, or myself, if you have questions or comments.

BECC handbook is updated each year and establishes expectations and provides guidelines for our students. Its pages are filled with helpful information to ensure a safe, successful, and rewarding school year.

We are looking forward to working with you and your child.

Mrs. Skinner

Melanie Skinner, Principal
356-7075

Central Office Administration –501 South Abilene

Mr. Johnnie S. Cain	Superintendent	356-7000
Mr. Arturo Ontiveros	Director of Personnel/Assessment	356-7000
Mrs. Rebecca Flen	Director of Special Programs	359-3707
Mr. Rick Segovia	Director of Federal Programs/ Curriculum and Instruction	359-3705

Brown Early Childhood Center

2022-2023 Faculty & Staff

Melanie Skinner, Principal
Anna Brock, Assistant Principal

Sabina Dominguez-Secretary

Jennifer Saiz-Secretary

Kindergarten Teachers

Christine Baca
Carolyn Blair
Shawna Brown
Roel Canales
Brooke Cordova
Colleen Reis
Emily Langdon
Sharleen McFadden
Erin Mitchell
Melinda Ramirez-Purifoy
Alma Rodriquez
Elisabet Salgado
Chelle Strawn

Preschool Teachers

Kenzie Aguirre
Theresa Apodaca
Sylvia Baca
Bonnie Britton
Misty Cordova
Dawn Hall
Deanna Hall
Denae Honorato
Heather Pfaffenberger
Korlynn Turner

Ancillary/Support Personnel

Pamela Acree- Nurse
Bernadine Cordova– Social Worker
Bianca Garcia—Social Worker
Nichole Lackey – PE Teacher
Ashley McBroom- SLP Preschool
Shirley Tafoya - SLP Preschool
Heather Miranda – Counselor
Heather Cameron - OT
Teresa Varnell – PT
Sharleen McFadden – Inclusion Teacher
Cyra Wegner – Music Teacher
Christy Greathouse- SLP-Kinder
LaWanda Wortham - Librarian

Kindergarten Paraprofessionals

Cassie Anderson
Doretha Baca
Barbie Bell
Edwina Coronado
Cynthia Garcia
Criselda Garcia
Brittany Gonzales
Linda Morrow
Kelsee Shafer
Diane Valenzuela
Justina Yazzie

PK Paraprofessionals

Francesca Armendariz
Mindy Banda
Joann Bargas
Claudia Cordero
Ariel Gomez
Cheyenne Hart
Shameika Johnson
Ilene Galvan
Julie Ortega
Brenda Luttrell
Lupita Pena
Kaylee Strawn
Karen Peterson
Shayla Whitecotton

Instructional Coach

Lynne Walker

Intervention Teachers

Sandy Belden
Paula Terry

Custodians

Marcus Hart
Van Nation
Sandra Villanueva
Adolpho Cordova

PMSD District Vision

All students will be productive and successful citizens.



District Mission Statement

The Portales Municipal School District will provide all students a quality education.

Brown Early Childhood Center Vision

BECC will utilize appropriate early childhood practices to ensure that all students are at grade level in May.

Mission

We go to school every day so we can learn through work and play.

BECC Strategic Goals

Kindergarten participates in Istation testing in Reading. Students complete the test at the beginning of every month to track growth. The test is adaptive and adjusts to the student's present levels. Progress will be shared with parents at each Parent Teacher Conference.

Highest Student Achievement

- Strengthening **Reading and Math** Instructional Programs

Kindergarten: Each year our goal is to increase our scores from the previous year in both Math and Reading utilizing Common Core Standards. This is done individually and as a school wide goal.

Parental Engagement

- Parent meetings will be conducted in native language when possible.
- Individual school sites will offer parent engagement opportunities as per schedule for all students and families.

Student Safety

- All students will be educated in health promoting learning environments that are safe, peer friendly, drug-free and engaging for students.

Enrollment Requirements

Developmentally Delayed Preschool

Brown Early Childhood Center Preschool program is designed to help meet the educational needs of three and four-year-old children who are having difficulty in the developmental areas of hearing, seeing, talking, moving, understanding, or self help. This program provides early intervention using specialized methods presented in the classroom environment, individualized therapies, and family interaction. Children must be screened and meet criteria to be enrolled in 3-year-old preschool.

Please call Special Student Services at 359-3707 for more information.

NM PREK

Public PreK is now available to children who are 4 years old before 12:01AM on September 1 of the current academic school year. Space is limited. Contact the office for more information.

Kindergarten

Brown Early Childhood Center all day Kindergarten program is for children who reach five years of age before 12:01AM on September 1 of the current school year. Kindergarten is compulsory in the state of New Mexico. BECC faculty is committed to providing quality education for all students.

Daily Routine

The 4Y PreK is an all-day program from 7:50 AM – 3:15 PM. PreK children will attend class 4 days per week. 9 additional Fridays have been added to the calendar throughout the year.

Kindergarten is an all-day, 5 day per week program from 8:00 AM to 3:15 PM.

Following an established framework, each kindergarten class will have a 90 minute uninterrupted **reading block**. **PLEASE** avoid scheduling doctor appointments during your child's reading block. If your child arrives after 8:15, please provide him/her breakfast before arrival.

Kindergarten Bell Schedule (Mon-Fri)	Preschool Bell Schedule (Mon - Thurs)
8:00 Kindergarten Begins 8:10 Tardy Bell 10:55 -- 11:45 K lunches as per schedule 3:15 Dismissal Bell	7:50 Preschool Begins 8:00 Tardy 11:45 Lunches in Rooms 3:15 Preschool Dismissed
4Y PreK & Kindergarten Tardy vs Absent timelines 7:50-8:00 Student is on time 8:10-8:59 Student is marked tardy 9:00 or after student is considered absent ½ day 2:00 or before student is considered absent ½ day 2:01-3:04 Student is tardy 3:05-3:15 Attendance is not marked	3Y Pre-K Tardy timelines AM 3Y Preschool 7:50 – 8:00 Student is on time 8:01-8:59 Student is marked tardy 9:00 or after student is considered absent ½ day 11:10 AM Classes are dismissed PM 3Y Preschool 11:55- 12:05 Student is on time 12:06-1:05 Student is marked tardy 1:06 or after student is considered absent ½ day 3:15 PM Classes are dismissed

Security Precautions

Release from School

Children will be released to their parent or an authorized adult (names **must** be written on authorization form). If school personnel have not met, or do not know your designated pick-up person, that person will be required to show some form of identification before your child will be released. **No exceptions!**

Secured Doors/School Visitation

- For the safety of your child and our faculty, the only door that will allow entrance into our building during school hours are located at the **front of the school near the flag pole on 5th Street**. All parents and visitors are required to sign in at the office before proceeding to their desired location. All visitors and parents will be issued a pass that our faculty and staff are trained to look for when encountering a person on school grounds with whom they are not familiar. This process allows us to maintain the security of our facilities.

After School Routine

Your child's regular routine will be verified with the teacher. If you need a change in your child's routine (for example: parent pick up instead of riding the bus) you need to send a note to the teacher or notify the office **at least 30 minutes before the session ends**. This allows for time to notify classroom teacher. We will not rely on student request to change routine.

Early Dismissal

If you need to pick up your child before the regular dismissal time, you must go to the office and check your child out. The secretary will complete a check out slip, and you need to take that slip to the teacher. Teachers WILL NOT release a child unless a slip is received from the office.

Photography of Students

Please use caution and reservation when posting pictures of others' children on social media sites. Exercising respect for their privacy is encouraged.

Preschool and Kindergarten Appearance Standard

Students are encouraged to dress in clean, comfortable clothes at all times. Students who are clean and comfortable feel good about themselves and that, in turn, can contribute to doing their best at school. Students will follow the Portales Municipal Schools Dress Code. Students may be sent home to change if their clothes do not meet dress code standards **(see pages 23 for more information)**.

Parties

Kindergarten

There are five parties a year at Brown.

- Teddy Bear Day in October
- Christmas Party in December
- Valentine Party in February
- Spring Party in March or April
- End of the School Year in May

Parent involvement is encouraged and needed to make the parties as enjoyable as possible for students. Your child's teacher will inform you of more specific information as needed.

Preschool

Throughout the year there will be parties (usually holiday related) at the preschool. Your child's teacher will inform you of the party schedule.

Parent Teacher Conference

Kindergarten and Pre-School

Please plan to attend parent teacher conferences during the designated time. Parent-teacher communication is extremely important. Teachers are eager to share your child's progress and accomplishments at the time dedicated to your visit.

PIT - Parent Involvement Team

All kindergarten parents are invited and encouraged to participate in PIT meetings. PIT is an organized group of parents who continually work to make Brown Early Childhood Center the best preschool and kindergarten possible for children. PIT meeting times and places will be announced through the monthly school calendar and monthly classroom newsletters.

Breakfast and Lunch

Breakfast will be served free of charge for every student each morning in the classroom until 8:15. If your child is tardy, please provide breakfast before bringing to school. Lunch is served daily to children.

For assistance contact Food Services at 356-7027.

Breakfast and Lunch for the 2023-2024 school year will be provided free of charge!

Extra Milk	\$0.25
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Withdrawal of Students

If you are moving and are withdrawing your child from school, please call or come by school a few days prior to the withdrawal date. This will give ample time to complete the necessary paper work, etc. Your cooperation is greatly appreciated.

School Insurance

School insurance is available to all students. A packet will be sent home early in the school year. Purchase of the insurance is optional.

Student Discipline

Research indicates that in effective schools, students demonstrate outstanding behavior. Our school has established uniform standards of behavior for all students within our school. Children are taught that they are expected to follow rules and directions the first time. This enables our students to accept responsibility for their own behavior. Everything we do is to provide the ideal atmosphere for children. We want a safe and orderly school in which children can receive a wonderfully enriching preschool and kindergarten experience.

*Please see the full discipline matrix in the appendix of this handbook.

School Rules

WORK HARD

BE POLITE

PLAY SAFE

Your child's teacher will inform you of specific behavior expectations of your child while at school. In an effort to work together on providing children with a safe learning environment, you will be requested to sign and return a student discipline contract.

STUDENT TRANSPORTATION

Student transportation is provided by the school district. Riding the bus is not to be considered a "Right" but a "Privilege." Bus drivers will report, to the principal, any child not following the rules on the bus. The first report will usually (depending on the seriousness of the violation) result in a conference with the child. Future violations will result in the child being taken off the bus for a period of time. If behavior is such that it endangers the child or other children on the bus, the child will be suspended from riding. In case of suspension, it will become the parent's responsibility to provide transportation for the child. Parents will be responsible to pay any costs incurred from vandalism incidents on the bus. Bus violation reports will be sent home to the parents. Children are expected to ride the bus home each day unless the school has been notified that the parent(s) has given permission for the child to walk or ride to a different location. Please reiterate these safety measures with your child.

A child MUST have permission from his/her parent when changes occur in the regular bus delivery. *Parents may send a note or call the office to notify us of permission to go to a different location.* Children without permission will be taken to the normal delivery location. **Parents who want to pick up their child in a bus line must check in at the office first. The office will issue a pass to pick up your child. Children cannot be released from the line without the pass.**

Student bus transportation procedures

Arriving at pickup point:

- Be on time. Leave home in good time so that you will arrive at the pickup point before the school bus.
- Keep your arms, legs and belongings to yourself.
- Stay away from the street, road or highway when waiting for the bus. Wait until the bus stops before approaching the bus.

Conduct on the bus:

- Follow driver's instructions.
- The bus will not move until all passengers are seated.
- Remain seated throughout the trip, and leave your seat only when the bus has reached its destination and comes to a complete stop.
- Keep the aisle clear
- Avoid doing anything that might disturb or interfere with the driver. Refrain from loud or boisterous talking or yelling.
- Never stick hands, arms, head, or feet out of the windows of the bus.
- Do not throw anything within the bus or out of a window; you might injure a pedestrian or force a motorist to make a dangerous maneuver.
- Eat at home or school, but not on the bus.

Exit from the bus:

- Remain seated until the bus has reached its destination and comes to a complete stop.
- Do not push or crowd when leaving the bus.

Attendance

Regular school attendance is essential for success in school; therefore, absences shall be excused only for necessary and important reasons. Not only is attendance important for academic success, the attendance of school age children (*any child reaching his or her 5th birthday by September 1 until reaching 18 years of age or graduation*) is required by state law (22-12-2 NMSA, 1978).

Excused absences:

- include illness
- illness of a parent, sibling, or other immediate family member
- bereavement, or other family emergencies and
- observance of major religious holidays of the family's faith
- deployment or return from deployment of a parent, guardian, or sibling

Unexcused absences:

- family vacations
- sleeping in
- a parent's inability to wake up on time
- haircuts
- shopping,
- general desire not to come to school on a given day.

We know that life happens, and every student becomes ill from time to time. We also understand that sometimes other illnesses in the family need to be addressed and it is not possible for a student to attend school. We do not expect, nor do we desire, to have students in school who are running a fever, vomiting, coughing excessively, or generally feeling bad. Students with these symptoms should remain at home or be taken to a physician at the parent's/guardian's discretion to allow the student time to recover from the illness and to help prevent the spread of disease to others.

Parents or guardians should attempt to schedule medical, dental, and other appointments after school hours whenever possible. If a student misses school due to a medical or dental appointment, the parent should ask for an appointment card or a doctor's note. Whenever possible, the school will make a reasonable effort to contact a parent to verify why a student is absent if the parent has not contacted the school prior to the absence or on the day of the absence. If parental contact is made, no other action is needed. For absences greater than one (1) day in length, the school should be notified **each day of the absence**. However, if the parent knows that a student will be absent for more than one (1) day, notifying the school at the beginning of the absence will suffice. We recommend that if an absence will be more than three (3) days in duration, the parent contact the school so that arrangements can be made to provide instructional materials and assignments to the student so that work can be completed during the absence if possible. In all cases, if an excused absence is expected to be for more than five (5) days, parents should contact the school to create a plan to provide instruction at home or other location to prevent the student from falling too far behind. Such plans must be approved by the Assistant Superintendent of Instruction after consultation with the school's principal.

Verbal notice or notes from parents identifying the reason for the absence will only be accepted until the day following the absence. Verification of an excused absence after the day of return will only be accepted in the form of a note from a physician, clinic, or dentist confirming the dates of the absence.

Truancy/Chronic Absence

A verified absence is not necessarily an excused absence. However, verification is important for the safety of students. Verification provides the school with information that you, as a parent or guardian, know the student is not in school on a given day or at a given time.

Individual prevention is called for if a student misses five percent (5%) or more but less than ten percent (10%) of classes or days of school. For elementary school absences, the parent is to be contacted by the attendance team for discussion on attendance history, interventions, and consequences of further absences which may include referral to the Children, Youth and Families Department for excessive absenteeism.

If a student misses ten percent (10%) or more but less than twenty percent (20%) of classes or days of school, parents will be notified in writing by mail or personal service to set up another attendance meeting. The Assistant Principal will hold a required meeting.

If a student misses twenty percent (20%) or more of the classes or days of school the parents will be notified in writing by mail or personal service to set up another attendance meeting.

In order to be successful in school, **students must attend regularly.**

Medication at School

The following are the guidelines for medication administration by the school nurse or her designee. Medication will only be allowed at school when a failure to take medication could jeopardize the student's health and/or educational abilities. Medication should be limited to students with long-term chronic illness or disability. Any other type of medication should be given by the parents, either before or after school hours. If a student must take medication at school, the following are required.

1. Parent or guardian must provide a completed Physician Order and Medication Authorization Form, or appropriate chronic illness action plan (allergy, asthma, cardiac, diabetes, or seizure) signed by the child's doctor before medication can be administered.
 - a. Forms can be picked up at school, or printed from :
http://www.portaleschools.com/district/Departments/health_medical
 - b. Parents may come to school to administer medications until forms are brought to school.
2. Medication brought to school must be in a container labeled by the pharmacy or the doctor, including the date of the prescription.
3. No over the counter medicines are allowed at school without a Physician Order and Medication Authorization Form completed by the child's doctor and returned.
4. At the end of each school year, parents/guardians should pick up medications. Medications not picked up will be discarded.
5. An updated Physician Order and Medication Authorization Form or Action Plan must be completed each year.

VISION AND HEARING SCREENINGS:

New Mexico Legislation requires students in Pre-K and Kindergarten be screened for vision and hearing. These screenings are done at the start of each school year, and for new enrollees throughout the school year.

1. These screenings are **not** diagnostic but identify children who need further evaluation.
2. **Referral Notice:** Parents/guardians are notified **only** if a screening has abnormal findings. If you receive a notice, please have your child evaluated as soon as possible, and return the completed form to the school nurse.
3. If your child has been prescribed glasses, please make sure they wear their glasses to school every day.
4. **Please call the school nurse for assistance if you do not have insurance or Medicaid.**

One of the important functions of a school health program is to promote student health through early identification and detection of health problems that may result in disability and/or interfere with learning. A general vision and hearing screening program is a process that allows designated trained persons to screen large numbers of students in a short period of time for the purpose of identifying vision and /or hearing problems. Screening is not diagnostic. Portales Municipal School students will be screened for vision and hearing in grades Pre-K, Kindergarten, 1st and 3rd. If your student has difficulty passing the screening, you will be notified by the School Nurse. If you do not wish for your child to participate in these yearly screenings, please notify the nurse at your child's school.

Kindergarten Progress Reports

Progress reports will be given to parents as per district guidelines. Dates are listed in the school calendar.

School Pictures

Brown Early Childhood Center will offer school pictures in the spring and fall for kindergarten and preschool and for Kindergarten graduation. Purchase of these pictures is optional.

Field Trips

Sometimes field trips are scheduled as part of the preschool or kindergarten program. Should a field trip be planned that requires us to go outside the city limits, special parental notification and permission slips will be needed. Field trips within the city limits require only the permission slip in the enrollment form, which you signed at time of enrollment.

Backpacks

Please note that the backpack serves as your line of communication with the school. Please check the backpack daily for papers, notes, or important classroom information. If you need to contact the school, you may send a note in the backpack or call the school directly. Please do not give messages to the bus driver or other persons to pass on to the teachers.

To help keep up with your child's belongings, please put their name on everything, such as the backpacks, coats, etc. This will help to return any lost items to their rightful owner.

Home Communication Folder

Each student will be provided with a home communication folder to go home each day. Please check this for important information and school notes. There is a pocket for "Keep at Home" items and one for "Return to School" items/papers. This daily folder is vital for the school/home communication flow.



Recess

During Inclement and extremely cold weather, students will **not** be outside for recess or bus lines. Our guidelines to determine if students will go outside are:

- 41* or higher for Kindergarten
- 45* or above for Pre-K students.

The wind-chill factor will be considered when determining if students will remain inside. Please dress children appropriately in case they go outside.

Bullying

Bullying by another student is not tolerated. This 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 is prohibited. 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. If you need more information or guidance, please contact the principal as soon as possible. Notifying the principal as soon as possible of concerns regarding bullying will assist in stopping it quickly. Bully behavior will not be tolerated. Please notify teacher with concern so the issue can be addressed immediately.

Be a Bucket Filler

Our school has initiated a Bully Prevention Program called "Be a Bucket Filler." Each student will be explicitly taught and encouraged to use kind words and actions to show respect for others.



Student Dress (PMSD Board Policy)

The District encourages students to take pride in their attire as it relates to the school setting. Students should dress in a manner that, in addition to the following guidelines, takes into consideration the educational environment, safety, health, and welfare of self and others.

- Hair shall be clean, well groomed, and of a natural color. Hairstyles shall not demonstrate an exhibitionist attitude. No designs or color varieties are allowed.
- All shirts and blouses must cover the midriff. If a shirttail or blouse extends below the fingertips, it must be tucked in. Tube tops or jog bras are not acceptable. No undergarments shall be visible. Extremely short shorts or skirts are not allowed. Cut-offs are not acceptable. Pants will not sag.
- Obscene language or symbols, or symbols of sex, drugs, or alcohol on clothing are expressly prohibited.
- Caps, visors, hoods or hats are not to be worn in the building. When worn on school grounds, the bill should shade the eyes.
- No student shall wear nose rings or nose studs or any type of visible body piercing accessory with the exception of ear rings in the ears. Jewelry, rings, belt buckles, wallet chains, or other accessories must not present a concern for safety (i.e., no chains or dog collars).
- Shoes that present a safety concern are prohibited.

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance except when their parents make decisions regarding their choices affect the educational program of the schools or the health and safety of others.

Think About It...

"If you want your children to be brilliant, read them fairy tales. If you want them to be very brilliant, read them more fairy tales."



- Albert Einstein

"If everyone were to take the Reading Foundation's advice and read to a child 20 minutes a day, we would revolutionize education in our state."

- Gary Locke, Governor
State of Washington, 2002

NOTICE TO PARENTS

All teachers and educational assistants at Brown Early Childhood Center are Highly Qualified.

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age (eligible students) certain rights with respect to the student's education records.

The Portales Municipal School is providing notice of these rights, as outlined below:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible student may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent the FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The District classifies the following as Directory Information: student's name, parent's name, address, telephone listing, electronic mail address, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas and awards received, student's photograph, and most recent previous school attended by the student. School officials

may release this information to any person without the consent of the parents or the student. Any parent or eligible student who objects to the release of any or all of this information without his consent must notify, in writing, the principal of the school where the records are kept within 10 days of enrollment. The objection must state what information the parent or student does not want to be classified as directory information. If no objection is received within 10 days of enrollment, information designated above will be classified as Directory Information until the beginning of the next school year.

5. Copies of the complete FERPA Policy adopted by the District of each school within the District may be obtained from the Superintendent's Office or the Principal's Office of each school within the District.
6. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Portales Municipal Schools to comply with the requirements of FERPA are:

Family Policy Compliance Office
U. S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

TITLE IX, EDUCATION AMENDMENTS OF 1972

Title IX of the federal education amendments of 1972 provides that schools must provide an educational program that offers equal educational benefits for boys and girls.

It is the express policy of the Board to encourage students who feel they have been sexually harassed by a school employee or by another student or students to report such claims to the principal and/or counselor. A copy of the Portales Municipal School District Policy on *Sexual Harassment of Student* is available for your review in the school principal's office or Portales Schools Central Office located at 501 South Abilene.

The Title IX coordinator for the district is Mr. Rick Segovia
He may be reached by phone at 356-3705.

Section 504/ADA School Policy

Portales Municipal Schools ensures that individuals with disabilities associated with the district either as students, school staff, or parents of students, are not discriminated against as a result of a disability. The district abides by the requirements of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA).

Section 504:

No otherwise qualified individual with a disability...shall solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. The child may receive accommodations and modifications.

ADA:

- Title II of the ADA also prohibits discrimination against individuals because of a disability.

The 504 Coordinator for the Portales Municipal School District is Mrs. Rebecca Flen. She may be reached by phone at 356-7060.

Homeless Statement

McKinney-Vento Homeless Education Program

The purpose of the Education for Homeless children and Youth program is to ensure that all homeless children and youth have equal access to the same free and appropriate public education, including public preschool education, provided to other children and youth. Section 103 of the Act defines the term “homeless” or “homeless individual” as an individual who lacks a fixed, regular, and adequate nighttime residence and who has primary nighttime residence that is”:

- A supervised publicly or privately-operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill.
- An institution that provides a temporary residence for individuals intended to be institutionalized; or
- A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

Please contact the school counselor, principal or the District Contact for Homeless Education, Rick Segovia @ 575-359-3705 if assistance is required.

Black Education Act:

Racial aggression or any form of discrimination will not be tolerated.

Summary

This handbook is for general informational purposes. Specific processes will be addressed by your child’s classroom teacher during your first appointment and throughout the school year in monthly classroom newsletters. Please feel free to contact the teacher or BECC Office if you have additional questions.

To read all board policies in their entirety, please go to <https://z2.ctspublish.com/nmsba/browse/portales/welcome/root>
You can also find a link on www.portaleschools.com.

We look forward to an exciting year with your Preschoolers and Kindergarteners. Please feel free to contact the principal with any questions or concerns throughout the school year.

As always, thank you for sharing your children with us!

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Appendix:

Positive School-Wide Discipline

LAYER ONE Behavior Supports	LAYER TWO Behavior Supports	LAYER THREE Behavior Supports
<ul style="list-style-type: none">• Implementation of CKH<ul style="list-style-type: none">◦ Develop Classroom Social Contract◦ Revisit Social Contract◦ Affirmations◦ 4 Questions◦ Good Things◦ Welcome at Classroom Door◦ Launch• Classroom Management System (i.e., Cards, Clips)• Implemented Classroom Procedures• Routine Communication with Parent/Guardian(s)• 5:1 Feedback<ul style="list-style-type: none">◦ 5 Positive to each Negative• Teacher Managed Interventions<ul style="list-style-type: none">◦ Verbal Warning◦ Student-Teacher Conference◦ Call Home◦ Loss of classroom privilege or incentive◦ Time Out◦ Loss of AM/PM Recess◦ Preferential Seating◦ Logical Consequence (i.e., made a mess=miss recess to clean it up)◦ Time Out with Partner Teacher◦ Teach and Role-Play◦ Pre-Correct◦ Cue/Prompt/ Remind◦ Specifically Explain◦ Provide Structured Choice	<ul style="list-style-type: none">• Office Referral• Counselor/Guidance Referral• Behavior Contract• Parent Involvement/Contact• AIP• Student Observation• Function-Based Intervention<ul style="list-style-type: none">◦ Gain◦ Escape• Environment-Based Intervention<ul style="list-style-type: none">◦ Space◦ Time◦ Materials◦ Interactions• Token System• Administration Managed Consequences<ul style="list-style-type: none">◦ Loss of Recess◦ Lunch Detention◦ Time Out◦ Loss of Arts Core◦ ISS◦ Suspension	<ul style="list-style-type: none">• Functional Behavior Assessment (FBA)• Behavior Improvement Plan (BIP)• Social Work/Counseling• Collaboration with Community Resources• Crisis Prevention Institute - CPI Team• SAT• Administration Managed:<ul style="list-style-type: none">◦ Expulsion◦ Alternative Placement

Before referring a student to the office, the teacher must ensure that appropriate Layer One Supports and Interventions are implemented and given adequate time to work.

Behavior Matrix

	Respectful	Achieve	Mannerly	Self-Control
Classroom	-Use kind words and actions -Follow directions and rules	-Complete all assignments -Do your best -Ask for help	-Be honest -Walking feet -Safe use of classroom tools -Follow procedures -Social distance	-Use indoor voices -Take turns -Keep hands and feet to yourself at all times
Hallway	-Be where you are assigned to be	-Get to where you need to be without unnecessary steps	-Walking feet at all times -Stay with your class -Keep hands to yourself -Walk in single file -Social distance	-Stay in designated areas for students -Keep hands off the walls
Bathroom	-Respect the privacy of others -Dispose of paper properly ---toilet paper in the toilet ---paper towels in the trash can	-Use the bathroom quickly and quietly -Wash hands	-Keep hands and feet to yourself at all times -Patiently wait your turn -Ask adult for help if needed	-Use only what you need of toilet paper, soap, and paper towels
Cafeteria	-Listen to the adult instruction	-Eat all of your food -Leave the cafeteria clean -Pick up after yourself	-Enter and exit quietly -Keep food on tray -Keep hands and feet to yourself at all times	-Use indoor voices
Playground	-Follow adult instruction -Include others in your play	-Make a new friend -Use time to play and have fun -Stay in playground areas	-Play fair -Tell adult if there are concerns -Patiently wait your turn -Ask adult for help if needed	-FREEZE when the whistle blows -Walk to line and line up -Walk into the school quietly
Computers	-Respect equipment & headphones -Watch for wires, please don't chew on them.	-Complete assignments -Follow computer rules	-Stay on teacher-directed task	-Focus on the task -Inside voices

Bus / Pick Up	<ul style="list-style-type: none"> -Stay in the designated area -Stay in line 	<ul style="list-style-type: none"> -Make sure you are in the correct area 	<ul style="list-style-type: none"> -Be patient -Follow bus driver's rules -Follow adult directions 	<ul style="list-style-type: none"> -Walk safely to the bus, vehicle, or crosswalk -Watch out for drivers
Face Masks; COVID-19	<ul style="list-style-type: none"> -Students will keep their face mask on at all times except while eating, drinking, or while outdoors -The school will provide masks for those who need one 	<ul style="list-style-type: none"> -Students will not touch the mask while it is being worn -Students will wear face masks while inside and on the school bus 	<ul style="list-style-type: none"> -Face mask will cover the nose and mouth 	<ul style="list-style-type: none"> -Staff will give friendly reminders of proper mask wearing -If the student refuses to wear the mask, the student will receive a warning -After the third warning, the student will have to be picked up from school -If the misbehavior continues, a different course of action will be determined by the principals

Students not demonstrating the expected behaviors as outlined in the above Behavior Matrix are subject to consequences determined by the administrator using the Layers of Supports as a guide. Severity of the incident will be taken into consideration when determining a course of action. The administrator(s) may act immediately on any concerns of student behavior and implement consequences and/ or behavioral supports/interventions at his or her discretion based on the PMSD school board policy.