



New Mexico Preschool

NON DISCRIMINATION STATEMENT

The Alamogordo Public School District does not discriminate on the basis of race, color, national origin, sex, gender, marital status, pregnancy, disability, sexual orientation, veteran status or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The Alamogordo Public School District does not discriminate in its hiring or other employment practices. The following people have been designated to handle inquiries regarding the nondiscrimination policies:

Deputy Superintendent of Teaching and Learning
1211 Hawaii Avenue
P.O. Box 650
(575) 812-6000

Deputy Superintendent of Operations
1211 Hawaii Avenue
P.O. Box 650
(575) 812-6000

The Alamogordo Public School District does not discriminate on the basis of race, color, national origin, sex, gender, marital status, pregnancy, age, sexual orientation or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. The Alamogordo Public School District Career and Technical Education department does not discriminate in enrollment or access to any of the programs available which include Agriculture/Industry, Art, Business Management, Communications, Engineering/Computers, Family and Consumer Science, and Health Science Technology. The lack of English language skills shall not be a barrier to admission or participation in the district's activities and programs.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator(s).

Title IX Coordinator
Director of Athletics
1211 Hawaii Avenue
P.O. Box 650
(575) 812-6000

Addenda

Covid-19 Disclaimer - Alamogordo Public Schools is committed to following the state and federal recommendations as we continue to deliver a high quality education. We will maintain health and safety as our main priority for all students and staff. We will follow the latest guidance and will adjust our practice as changes are made at the state and federal level (CDC, NMPED, NMDOH). This includes taking temperatures of all who enter the buildings, wearing a face covering, social distancing, and hand washing/sanitizing. Therefore, we may be limiting our student and parent gatherings such as sporting events, assemblies, class parties, and volunteers in the schools.

Handbook Updates –

The Student Handbook is updated annually; however, policy adoption and revisions may occur throughout the year. The district encourages parents to stay informed of proposed policy changes by reviewing newsletter and other communications explaining changes in policy or other rules that affect Student Handbook provisions. The district reserves

the right to modify the Student Handbook at any time. Notice of revisions will be provided as is reasonably practical.

School Registration – registration is online through PowerSchool. Visit our website for information and dates www.alamogordoschools.org

Drop-Off and Pick-Up Each school site will have a designated area for the drop-off and pick-up of students.

Accessibility

If you have difficulty accessing this handbook because of a disability, please contact your campus principal

Board of Education

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Carol Teweleit, Secretary 1211 Hawaii Avenue, Alamogordo, NM 88310 carol.teweleit@alamogordoschools.org Phone #: 575.443.4212	Angela M. Cadwallader, Member 1211 Hawaii Avenue, Alamogordo, NM 88310 angela.cadwallader@alamogordoschools.org Phone #: 575.921.3284
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District Administration Contact Information

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<p>Lisa Patch – Director Health Services P.O. Box 650, Alamogordo, NM 88311 (575) 812-6095 lisa.patch@alamogordoschools.org</p>	<p>Billy Hays – Director Athletics P.O. Box 650, Alamogordo, NM 88311 (575)812-5565 billy.hays@alamogordoschools.org</p>
<p>Justin Burks -Chief of Capital Outlay and Facilities P.O. Box 650, Alamogordo, NM 88311 (575)812-6015 justin.burks@alamogordoschools.org</p>	<p>Steven Starkovich – Director Special Education P.O. Box 650, Alamogordo, NM 88311 (575) 812-5975 steven.starkovich@alamogordoschools.org</p>
<p>Sandra Davis - Coordinator Student Nutrition Services P.O. Box 650, Alamogordo, NM 88311 (575) 812-6085 sandra.davis@alamogordoschools.org</p>	<p>Kristie Eamello - Federal Programs Coordinator P.O. Box 650, Alamogordo, NM 88311 (575) 812-5984 kristie.eamello@alamogordoschools.org</p>
<p>Christina Allen - Director of Technology P.O. Box 650, Alamogordo, NM 88311 (575) 812-6083 christina.allen@alamogordoschools.org</p>	<p>Butch Tyler – Operations Coordinator P.O. Box 650, Alamogordo, NM 88311 (575)812-6092 butch.tyler@alamogordoschools.org</p>
<p>Kassandra Crabtree– Communications Specialist P.O. Box 650, Alamogordo, NM 88311 (575) 812-6010 kassandra.crabtree@alamogordoschools.org</p>	<p>Jessica Lopez -Coordinator of Innovation & Instructional Technology P.O. Box 650 Alamogordo, NM 88311 575-812-6031 jessica.lopez@alamogordoschools.org</p>

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Alamogordo Public School Campus Administrators

North Elementary & Stepping Stones PreK—Principal Deborah Rottland

Holloman Elementary—Vacant

Buena Vista Elementary—Principal Manuela Sanchez

Yucca Elementary—Vacant

Sunset Hills Elementary—Principal Catherine Diaz

Desert Star Elementary—Principal Kaye Crecelius

Sierra Elementary—Principal Melissa Cole

La Luz Elementary & High Rolls Elementary—Principal Michael Crabtree

Mountain View Middle School—Principal Danielle Kuzmak
Assistant Principal—Karen Middlebrooks

Chaparral Middle School—Principal Rey Gomez
Assistant Principal—Vacant

Holloman Middle School—Vacant

Alamogordo High School—Vacant
Assistant Principals—R. J. Baca, April Shay, Roman Renteria, Vacant

Alamogordo Public Schools:
 NM Preschool Family Handbook
 2022-2023

Table of Contents.....	
Vision.....	7
Mission.....	7
Philosophy/Goals/Curricular Objectives.....	7
Letter to Parents.....	8
APS Early Childhood Program	8
Recruitment.....	
.....	8
Child	
Find.....	
.....	9
Enrollment.....	
.....	9
Attendance.....	
.....	9
FERPA.....	10
Non-Discrimination Policy.....	10
Photo Release	10
Transition Services and Education.....	10
Curriculum.....	11
FOCUS	
Criteria.....	
.....	11
Developmental Screenings.....	12
Health Screenings.....	13
Safety	13
Mental Health.....	14

Clothing

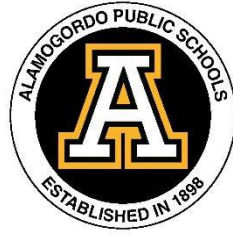
Information.....14

.....14

Nutrition & Food Service14

Family Engagement.....14

Transportation.....15



VISION

“Partnering with parents and the community to ensure that all students graduate from high school prepared for success in college and in 21st century careers.”

MISSION

One Year of Learning for One Year of Teaching. Every Student. Every Year.

PHILOSOPHY/GOALS/CURRICULAR OBJECTIVES

We believe the foundation for learning includes the total development of the child. Our goal is to provide developmentally appropriate activities, which meet the social, emotional, physical, cognitive and language needs of the individual child. Believing that children learn through play, we plan our curriculum within a caring and creative environment. The design of the curriculum enhances the child’s repertoire of knowledge and skill, to increase self-confidence and to promote social skills. Weekly objectives cover the following areas: social and emotional development, self-help skills, fine and gross motor skills, language development, STEM, numeracy and literacy skills, as well as other kindergarten readiness objectives. Children are encouraged to express themselves through creative art, dramatic play, storytelling, singing, and other hands-on activities. Educational staff are engaged with the collection of authentic observation documentation and curriculum planning to meet the needs of every child.

Dear Family,

This handbook will provide you with information to benefit your child and family as your child participates in Alamogordo Public Schools New Mexico Preschool Program. Our team is dedicated to providing quality services.

Our goal is to provide a year of learning for a year of teaching. We are committed to establishing a safe environment that supports the social-emotional, cognitive, language and physical development of our students. Our program has been developed to ensure learning for all and be a partner with our families and communities.

Family engagement is paramount for supporting student learning and family well-being. Families will be invited to participate in educational activities and events throughout the school year. We are a collaborative district, willing to do what is needed to support the well-being of all students. We are so happy that you have chosen to be a member of the APS family. Please use the handbook as a guide for our New Mexico Preschool is facilitated within Alamogordo Public Schools.

Sincerely,

Alamogordo Public Schools

Mr. Steve Starkovitch

Director of Special Programs

APS EARLY CHILDHOOD PROGRAM

NM PreK is a state funded program. The program provides preschool comprehensive services for four-year-old children. Children who qualify for the program must be four years of age by September 1st of the current calendar year. All four year olds can register for PreK and will be selected based on need.

RECRUITMENT

This process informs parents about the preschool programs offered in APS. Throughout the community, informational flyers are posted to advertise the recruitment dates that occur at the designated location for the NM PreK program. Information is also announced on the APS District website and other social media platforms.

Selection

Children who apply for the NM PreK program are selected based on need.

Note: NM PreK families will be provided with a letter of acceptance when selected to participate.

ENROLLMENT

The following documents must be completed before the child's first day of school:

- Student Enrollment Information Form
- Nurse Emergency Authorization Form
- Evidence of physical home address (current utility, water, gas or electric bill)
- Proof of guardianship (if applicable)

If parents dis-enroll their child from their early childhood program, they must officially withdraw from the school site and inform their early childhood program and school personnel. The school site's secretary will dis-enroll the child from the program.

ATTENDANCE

Families are encouraged to have their children attend school on a regular basis. All children need to arrive on time according to the child's daily schedule. Following a structured daily schedule allows your child to transition with fewer difficulties. Children who attend on a regular basis and up to 90% of the time receive the full benefits of participating in the program. When children are not feeling well and/or are sick, they are not able to learn. Please keep your child home to minimize the chance of getting other children ill. If your child needs to be out due to an emergency or illness, please contact the school secretary.

If no family member or emergency contacts have been reached after 30 minutes from dismissal time, the teacher will notify the school administration. Teachers must document the incident and the information is provided to the principal and Director of NM PreK.

APS NM PreK follows the Alamogordo Public School District's Attendance policies. We will work diligently to assist all families. For further information regarding attendance, please contact the Director of NM PreK at 575-812-6036.

All APS early childhood programs work in collaboration year-round with the district's Child Find Program. Meetings are ongoing to review through the Child Find process to provide individualized support to children and their families and through the Individual Learning Plan developed with the IEP team.

FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." To report a concern, contact the Superintendent's Office at (575)812-6001.

All student records are confidential. Parents need to provide written notice if they grant permission for anyone to view their child's record. If there is an academic need that needs a referral to Child Find, teachers and/or program staff will notify parents and obtain their permission before a referral takes place. APS does not discriminate against anyone based on the APS Policy. Please refer to the APS District website for additional information.

NON-DISCRIMINATION POLICY

The purpose of the APS Non-Discrimination Equity and Cultural Proficiency Policy is to "ensure all students, regardless of the student's or family member's immigration status, can safely access the public education, including all secondary benefits of public education, provided by the district to which they may be otherwise eligible

PHOTO RELEASE

Parents provide written consent by completing the district forms for school personnel to photograph or videotape children for educational and teacher professional purposes.

TRANSITION SERVICES AND EDUCATION

Beginning of Year Transitions

Making a smooth transition into the preschool program is an important task for the preschool student and his/her family. Prior to the beginning of the school year, teachers will conduct a home visit with each family to discuss curriculum and procedures. The parents and students have the opportunity to become familiar with the teacher and ask any questions to ensure the children receive quality services from all program staff.

End of Year Transitions (Transition to Kinder)

The following Transition Plan will support children in moving into kindergarten. Children who have an Individual Education Plan and are transitioning into a district preschool program will be invited to participate in an additional meeting. Discussions will be held based on the child's current developmental status. Goals will be determined by the IEP Team collectively to assist children in being successful Kindergarten.

CURRICULUM

Opening the World of Learning (OWL): New Mexico early childhood programs use the Opening the World of Learning (OWL). The OWL PreK curriculum is 100% aligned to New Mexico Early Childhood Essential Indicators and is the highest rated program in the Preschool Curriculum on Consumer Report. OWL is a comprehensive preschool curriculum, equitable in English and Spanish. OWL prepares children for Kindergarten with ongoing assessment of research-based success predictors and playful, purposeful, and personalized instruction. OWL is based upon the belief that immersion in a learning-rich, PreK environment is critical but not sufficient. The New Mexico Early Learning Guidelines were designed to be used for the benefit of children and families. The developmental expectations were identified to help educators assist each child to reach his or her maximum potential and to communicate clearly with families about how their child is growing and learning, what steps are being taken to enhance his or her early learning experience, and to address the family's goals and concerns.

Early Childhood programs will use a research-based curriculum, implement elements of LETRS , evidence based strategies for improving overall reading outcomes for all children, continue using the Early Childhood Observation Tool (ECOT) for on-going student assessment, promote inclusion opportunities in all early childhood programs district wide, and share the child’s development during home visits and parent-teacher conferences, or as needed.

FOCUS CRITERIA

Alamogordo NM Preschool follows the FOCUS Essential Element of Quality criteria for our Preschool programs. We accomplish this by:

- Support of linguistically and culturally appropriate curriculum within a framework of developmentally appropriate practices.
- Posting weekly lesson plans.
- Assessing each child utilizing the NM PreK Observational Assessment, Early Childhood Observational Tool (ECOT) will be administered three times a year to monitor student progress. Teachers will adjust instruction based on the individual needs of students according to Early Learning Guidelines (ELG).
- Implementing NM Early Learning Guidelines (ELG) individualized for children’s needs in the areas of
 - Physical Development, Health and Well-Being
 - Literacy
 - Mathematics
 - Aesthetic Creativity
 - Scientific Conceptual Understandings
 - Self, Family and Community
 - Approaches to Learning
- Providing early literacy practices and language-rich instruction through daily and intentional activities that align with Language Essentials for Teachers of Reading and Spelling for Early Childhood (LETRS) research based best practices.
 - Quality literature read aloud with explicit comprehension strategy instruction; both as a whole class and with individual or small groups of children
 - Developing phonological awareness, spoken language, oral language and vocabulary, knowledge of the alphabet o Understanding concepts about print
 - Implementation of daily small group literacy activities
 - Opportunity for developmentally appropriate writing activities

- Targeting social emotional development through implementation of the Pyramid Model for Supporting Social Emotional Competence in Infants and Young Children.
- Partnering with families through engagement, education and effective communication.
- Ongoing professional development, training, collaboration, and participation in NM Practice Based Coaching (PBC) to improve evidence-based teaching.

DEVELOPMENTAL SCREENINGS

The developmental screenings will be completed within the first three months of attendance. The results will be shared with families individually at parent-teacher conferences and/or home visits. Teachers collaborate with families in providing children with strategies and/or activities to support their academic learning. At a later date, the teachers will meet with parents to discuss progress and follow-up concerns. If concerns continue, a referral packet will be completed by the classroom teacher. The developmental screeners consist of Ages & Stages-SE and Ages & Stages-3.

HEALTH SCREENINGS

The following health screenings are offered by program, but staff will obtain written permission from parents before they are conducted: Vision and Hearing. Parents are welcome to provide current screening documentation from their medical or dental health provider to their early childhood teacher. Any health concerns will be followed up by a school personnel.

School Health: Dispensation of Over-the-Counter Medications

Medication will be dispensed only according to Policy and Regulation and a medication administration plan. All prescribed medications for children must have a label on it with the exception of a child's EpiPen. All early childhood programs adhere to the APS Health Services policies and procedures.

SAFETY

All elementary schools have administrators on site to oversee safety of staff and children. . Classrooms environments both indoor and out are kept clean and receive regular maintenance to ensure the safety of all children. Administrators conduct periodic drills at school to teach children what to do in the event of a fire, tornado, or crisis situation. Teachers and students practice proper procedures regularly to ensure preparation in the case of an emergency. Parents are encouraged to cooperate with law enforcement and school officials during school emergencies to ensure the safety of all students and staff. Routine school procedures may change during an emergency. Emergencies could include: fire, lockdowns, shelters-in-place, bus accidents, severe weather, disturbances in the adjacent neighborhoods, and more.

Please make sure emergency information is correct, complete, and current on your child's school records. **When you move, change phone numbers, or change emergency contact names, contact the school immediately.**

Schools will provide emergency information via APS website (www.alamogordoschools.org) and social media with instructions of procedures to keep parents informed. APS Central Office staff provide media outlets with closures or late starts due to severe weather conditions; this information is also located on the APS website.

MENTAL HEALTH

All early childhood programs support children to participate in a safe and nurturing environment. The NM Pyramid Model Framework are used to reinforce social-emotional development. The curriculum embeds strategies for children to support their well-being. Staff are available to help teachers and parents encourage positive behaviors, which move children in the direction of cooperation, making friends, making appropriate choices, and coping with life's challenges.

CLOTHING INFORMATION

Please bring a change of clothes for your child for warm and cool weather. Children should be appropriately dressed to ensure they enjoy their classroom activities. Messy activities are part of the activities at school; therefore, do not send children in clothing that cannot get dirty. For children who are not completely toilet trained, they need two sets of complete changes of clothes. All clothing should be marked with the child's name in a ZipLock Bag and they are kept in the child's cubby. A toileting plan is completed for any child needing toileting assistance. Early Childhood Environmental Rating Scale (ECERS) diapering guidelines indicate all children will be appropriately cared for at all times. The programs follow the guidelines as specified under the ECERS.

NUTRITION & FOOD SERVICE

Early childhood programs provide meals from APS Department of Nutrition Services, meet USDA guidelines, and are prepared on site. Food will not be used as a punishment or reward. All children on a prescribed diet by a physician must bring written documentation to the nurse assigned to the school. A meeting will occur between the parent and school personnel. Any student allergies, medical conditions, and physician requests for dietary instructions are also needed to ensure protocols are in place. If your child is tardy, please provide breakfast before he/she attends school. A morning or afternoon snack is not provided.

FAMILY ENGAGEMENT

Our plan for families includes offering 90 hours of activities that includes a home visit, parent-teacher conferences, school and community-based activities to enrich their child's academic program. Families will provide input and recommendations for topics presented at family events. Program staff will provide resources to assist families to document their child's growth and development in the natural routines and activities in the home. A minimum of four annual family engagement activities/events outside of classroom hours. The classroom teacher will provide the parents with a two week notice of any scheduled events.

Parent Visits to Classrooms

Parents are welcomed to visit classrooms as desired. It is necessary for you to take into consideration that situations where you need to talk extensively with the teacher are scheduled outside instructional time. All visitors are required to first sign in at our front office. You will be given a visitor's pass to wear while you are on campus.

Home Visits

Each preschool teacher schedules visits to each individual child's home prior to the first day of school. Not only do the children and families get to meet their teachers, but our teachers and parents are given the opportunity to learn any pertinent information for the design and development of instruction so children are set up for a successful school year. Home visits for homeless or migratory families will be offered an alternate location if needed. NM preschool requires one home visit.

Parent/Teacher Conferences

Parent/Teacher Conferences are outlined on the District Calendar. Classes are not held on these days but you may bring your child with you if needed. Teachers will ensure to select a time that fits your schedule. NM PreK requires three parent/teacher conferences.

TRANSPORTATION

APS provides transportation for students enrolled in NM preschool according to District policies. Consideration of transportation, as a related service, is offered to qualifying students enrolled in a DD Preschool Program as part of the child's IEP.