SHINING STARS PRESCHOOL

4477 9TH AVE. NE
RIO RANCHO, NEW MEXICO  87124
TEL:(505)892-7735   FAX:(505)896-6166
WEB PAGE: www.rrps.net LINK: Schools
LINK: Shining Stars

“Where All Students Shine”

2019-2020
FAMILY/STUDENT HANDBOOK
Dear Shining Stars Preschool Families,

Welcome to Shining Stars Preschool. We are looking forward to an exciting year of growing, learning and lots of fun. Shining Stars is based on the premise that early intervention is effective in preparing children with a solid foundation for educational success and identifying strategies which offset the impact of educational disabilities in young children. Shining Stars has a trans-disciplinary philosophy in which all staff members working with a child share techniques to address individual goals and objectives. The school team, along with families and other caregivers, work together in roles which address each child’s specific strengths and needs. Shining Stars Preschool is a place where all students SHINE!

It is a true honor to be the Principal of this wonderful and unique school. I started off my teaching career over 27 years ago teaching preschool and have returned back to my first true love. I enjoy watching the children explore and discover all the wonders around them. Shining Stars is a great place for children to grow and develop while supporting them as they transition to elementary school.

I have always loved working with children. As an undergraduate, I focused on Early Childhood Education, Elementary Education and Special Education. I later received my Master’s Degree in Educational Leadership. I have been lucky enough to teach preschool to 8th grade over the years. I spent twelve years at Vista Grande Elementary School with Rio Rancho Public Schools. For six years I served as the Special Education Instructional Leaders (SEIL) and six years as the Assistant Principal. In 2014, I was honored to be named as Principal of this fine school. I am looking forward to another amazing year with all of the wonderful staff, students and families.

The NEW Shining Stars Preschool building is set to open August 2020! It is located near the intersection of Lionel Road and Montezuma Boulevard, west of Loma Colorado Boulevard. Montezuma is north of Loma Colorado’s intersection with Idalia Road.

We are glad you are part of our Shining Stars Preschool Family. It is going to be a great school year!

Kimberly Johns
Principal
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Program Description

Shining Stars Preschool (SSP) is designed to meet the needs for quality preschool programming through inclusive education for preschool students with special needs and their typically developing peers. We provide bilingual education opportunities, early literacy intervention, and social services for families in the RRPS District.

Children who do not meet special education eligibility must be 4 years old before September 1st. These children will be chosen based on a lottery application process. Applications are available beginning in the spring for the following school year. Children with special education needs are between three and five years of age. The children must meet New Mexico eligibility requirements for special education and must reside in the Rio Rancho Public Schools boundaries.

Children who have Individualized Education Programs (IEPs) which designate speech and language therapy, occupational therapy, social work, and/or physical therapy will receive these therapies either in the classroom environment and/or on a pull-out basis during the school day. The classroom teacher also implements strategies and techniques recommended by these therapists.

School Calendar/Class Days

Classes meet four half-days per week: Monday, Tuesday, Thursday and Friday. Children attend school either in the morning or afternoon session.

SSP session hours: AM class 8:15 – 11:25 and PM class 12:05 – 3:15.

Each classroom routine is unique, however, the typical Preschool and Prekindergarten daily schedule may include the following learning opportunities: Large Group Activities/Circle Time, Small Group Activities, Learning Centers, Gross Motor Time (recess), Snack Time, and Integrated Learning Experiences.

Integrated Learning Experiences may include visiting the school Library, Computer Lab, Little Gym, STEAM Lab, PE, and Art Studio.

Wednesdays are used for lesson planning, family meetings, professional development, staff meetings, home visits, family field trips, family engagement afternoons and individual student testing.

Shining Stars Preschool follows the RRPS school year calendar.

Absences/Attendance

Consistent attendance is important for your child to benefit the most from our program. Excessive absences can result in your child being disenrolled from Shining Stars Preschool. For your child’s safety, please call to report all absences or tardies by calling 892-7735 Press 1. Please follow the instructions. If your child rides the bus, please also call the transportation department so the bus driver does not wait for your child. The number for transportation is (505) 338-0078. Per district policy, your child will be disenrolled if he/she misses 10 consecutive school days.
Early Dismissal/Emergency Closing/Weather Conditions

Shining Stars Preschool follows the district’s plan for inclement weather. Listen to radio stations KOB AM (770), KOB FM (93.3) KRST FM(92.3) or watch TV Channels KOB-4, KOAT-7 , or KRQE-13 for the most up-to-date information. You may also visit our website www.rrps.net. Notification is usually made by 5:30 a.m. Should the cancellation of school be necessary, notification is usually given by 5:30 a.m. Please avoid calling the school or the district office for this information. It is recommended that families plan for such emergency closures. If there is no announcement, families should assume that school will be open.

Early Dismissal: Please listen to your radio or TV for any notification regarding early dismissal. RRPS’s automated communication system, via telephone, will also be used to announce school delays. Please make sure your contact information is up-to-date in the front office. If severe weather conditions materialize during the school day, the decision for an “early dismissal” will be made by 11:30 a.m. in order to arrange for school buses to arrive at our school prior to normal dismissal time. The most efficient schedule for most school buses after 11:30 a.m. is to complete its preschool runs and to begin the “three tiered” schedule for that particular day.

Delays/Abbreviated: On delayed days the AM classes are cancelled. The PM class will attend when there is a delay. **PM classes will be delayed 30 minutes on “delayed days.”** The PM classes will begin at 12:35 p.m. The most common use of the abbreviated day schedule occurs when severe weather causes street conditions that would endanger the safety of students on their way to school. If an emergency condition is site specific (e.g., power outage), our site may the only one placed on an abbreviated schedule.

Closure: A decision to close schools will be made by 5:30 a.m. Please make sure your contact information is up to date in the front office, as the district uses an automated communication system, via telephone, to notify families of closures. If there is no announcement, parents should assume that school will be open.

School Bus/Transportation

Transportation is available to some children enrolled at the SSP Program. If your child rides the bus, please follow these rules to keep the bus running on schedule:

- Have your child ready and waiting.
- Each child must be met by an adult at the drop-off time. If no adult is present, the child will be returned to SSP. After repeated attempts to reach a parent or guardian, the Department of Public Safety will be contacted.
- Please no food, drinks or gum on the bus.
- For their safety, children are to remain seated with their seat belt on or in their car seat.
- **Please call Rio Rancho Public School Transportation Dept. (505) 338-0078 if your child will be absent or will not be riding the bus for any other reason.**
- If there is a change in your normal bus routine, such as someone picking up your child when he/she typically rides the bus, please call the bus company and notify your child’s teacher in writing.
- Transportation/Bus Liaison for Shining Stars Preschool - Regena Sexson 892-7735 Ext: 56511
Curriculum

Curriculum describes how and what your child will have the opportunity to learn while at school. Shining Stars Preschool uses the Creative Curriculum as a guide and the New Mexico PreK Essential Indicators. Young children learn by doing. They use their bodies to touch, smell, move, listen and learn about the world in which they live. They like to play; this is called “child’s work.” Play is very important and tells us how well children are getting along with others. Through observation, we know how and what the children are learning and allow us to plan the next steps for learning and work to meet each child’s individual goals.

Children like to make their own choices. They need time to be involved in many different activities and with a variety of materials. They love to practice at school what adults do at home, such as making dinner, building objects, and driving cars.

Children this age learn about letters and numbers through games and real life experiences, such as cooking, building, reading/sharing stories, books and songs. In this way children learn more than memorizing; they learn about language and writing through their own experiences. All preschool classes have music and movement built into the daily routine.

All children are unique. They are special to those who love them at home and to those who care for them at school. Every child in the classroom has something special to contribute. The teachers will provide many different activities, toys and materials so each child will feel successful and challenged in various learning experiences.

Fees

Preschool Classes:
Preschool teachers will collect a $30 supply fee at the beginning of the school year. At the beginning of each month, Preschool teachers will also collect a $10 snack/cooking supply fee from each student. If this presents a financial hardship, please contact your child’s teacher to make arrangements.

Prekindergarten Classes:
Prekindergarten teachers will be allocated a supply fund from the PreK grant to purchase supplies.

If your child is potty training, parents are asked to also supply diapers, pull-ups, gloves and wipes for their child on an as needed basis. Teachers will let you know when additional supplies are needed.

Newsletters

“The Shining Stars News” is a monthly newsletter sent out via email from addresses provided in PowerSchool with upcoming events and news. Notify the front office of email changes to keep receiving our monthly newsletter. Classroom teachers may send out a monthly newsletters with classroom information. These newsletters may be accessed through the school’s website at www.rrps.net, click on “Schools” then “click” on PS/Elementary and then Shining Stars Preschool.

Family Conferences

There are at least two family-teacher conferences held each year. In addition, either the family or teacher may request a conference. Your child’s teacher will contact you to find a day and time that works for everyone involved.
**Little FREE Library**

We would like to invite all of our families to use the Little FREE Library in the front of our school. It is the little blue and yellow house on the back side of the circle in the front of our school. The Little FREE Library is a free book exchange where anyone may take a book or return a book to share with others. Book are for children ages 3 to 5 years old.

**Take books:** If you see something you would like to read, take it and enjoy.

**Share books:** Pass them on to a friend or return them to our Little Free Library.

**Give books:** Continue to be a friend of your Library and others by helping any way you can. Pay it forward.

There are no rules, no late fees and everyone can take part. **You can help us promote literacy and the love of reading for our young children. Enjoy using our Little Free Library!**

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**Parent Walk-In/Pick Up**

Parents who drive their children to school **park in the front lot and walk their child to their classroom.** Follow the reverse procedure for picking up your child. Parents who will be driving their child to school each day will be issued an identification badge. This is a safety measure. Staff will check badges daily. Badges must be prominently displayed on your person. You will also need this badge to enter the campus at dismissal time.

Parents who do not have a badge or are checking their child in school late or out of school early must go to the front office and present their driver’s license. No child will be released to any adult not listed on the registration card. Please make sure the front office has the most current information. Thank you for assisting us with this process. It is for your child’s safety. Badges will need to be returned at the end of the school year.

**PARKING ALONG THE RED CURB IN THE FIRE LANE AND/OR THE FLAG POLE LANE IS NOT PERMITTED AT ANY TIME.** For each family’s safety, please follow the parking lot traffic flow as shown on the parking lot map. **UNDER NO CIRCUMSTANCES SHOULD ANYONE (ADULT OR CHILD) BE DROPPED OFF FROM A VEHICLE THAT IS NOT PARKED IN A DESIGNATED PARKING SPACE.** If you and your child arrive 5 or more minutes late, the front gate will be locked. You will need to enter through the office and get a tardy slip to give to the classroom teacher.

When walking through our parking lot, PLEASE use the marked crosswalks. We have crossing guards at the crosswalks to ensure your safety.

For the safety of everyone, please "be present" and refrain from using cell phones during our transition times of pick up and drop off. Please be aware of your surroundings and all of the small children that are present campus wide, especially in our parking lot. Let's all be aware so we can keep all of our children safe.

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**What to Wear**

**Clothing:** Children should be dressed in clothes that can be worn for active and sometimes messy play. No flip flops are allowed (hard to run, scraped toes). We request all students bring a change of clothing to keep in the classroom or kept in the backpack. The children play outdoors every day, weather permitting. Please think about the changing New Mexico weather and dress your child ready for the day. **Put your child’s name on all outer clothing (mittens, hats, boots, and coats).** If your child has toileting accidents or is not yet toilet trained, please send diapers, wipes and extra clothes. If your child is currently learning to use the toilet, please dress them in clothes that are easy to pull up and down.

**Personal Belongings:** Your child may want to bring special toys or other items from home. Only send toys when staff has requested this, so that your child can share on that “special” day. Sometimes during active play at preschool, small toys are put in pockets and then forgotten about for the rest of the day. Children at this age do not “steal” toys but occasionally may bring one home. If you find a toy at your home that does not belong to your child, we would appreciate its return.
Family Participation

The family is the most important part of a young child’s life. We believe that all families want what is best for their child. We also believe that every family is unique, just like every child is unique. Together we can help your child succeed and celebrate those successes!

Research and many years of experience tell us that the more familiar and involved a family is with their child’s program – the more the child grows. Involvement means the family members take part in program activities. Some involvement is required; however we feel that there are many levels of involvement. The level you choose will depend on your time, your interests and your energy.

Required Involvement:

- Register your child
- Participate in beginning of school year home visit
- Attend annual IEP’s (if applicable)
- Attend Family Conferences

Parents are always welcome at school. You are actively involved when you:

- Feed, clothe and prepare your child for school.
- Talk with teachers about activities you would like to do that relate to your child.
- Let the teacher know when important events happen that affect your child.
- Come to parent meetings or other family activities.
- Volunteer in the classroom (must complete district requirements including background check)
- Attend Family Engagement Activities and Family Field Trips

Meals

Your child will be served food at school. If your child has any allergies, please contact your child’s teacher so accommodations can be made. Food in Prekindergarten classrooms is provided by RRPS Food Services department.

Transition to Kindergarten

We want learning to continue from Shining Stars as the children move into Kindergarten. Strategies that are effective at Shining Stars will be shared with receiving elementary schools to help support a smooth transition to Kindergarten.

Family/Volunteer Guidelines

Rio Rancho Public Schools recognizes and truly appreciates the multitude of Volunteers in our schools offering a wealth of experience, cultural diversity and invaluable assistance to staff and students.

During the recently-concluded legislative session, the NM State Legislature enacted HB 431, which includes changes to state law the will require changes to our volunteer processes for Rio Rancho Public Schools.
Before School, Mid-Day and Afterschool Outdoor Play Rules

We allow Shining Stars Families to use our outdoor playgrounds and toys before, at mid-day and after school. It is extremely important that all children follow the school rules during these times. Here are the outdoor play rules:

- Children playing on playground equipment must be closely supervised by an adult at all times.
- Children are not allowed to walk on the walls, climb the poles or climb up slides.
- All materials (sand toys/balls/building toys) are to be returned to their assigned areas/receptacles after each play session.
- Please do not use bikes on campus, they require students to wear a helmet.

The staff has worked really hard to create inviting play spaces for the children. We ask that our families follow these rules to ensure the safety of your children and maintain a happy learning environment. Please help to take care of our equipment. We appreciate your assistance with this request.

Families are always welcome at school!
Lost & Found

All lost items are to be turned into the Lost and Found which is located in the entry way of the main office. Families are encouraged to check for all lost items there. Families are reminded that a child’s name needs to be on every personal item brought to school. Please put names in your child’s jackets, sweatshirts, sweaters, backpacks etc. so we can get those items to your child. The Lost and Found is cleaned out at winter break, spring break, and at the end of the year. All unclaimed items are donated to charity.

Library

The Library at SSP offers a variety of materials and programs for students and families. Hours: Monday-Friday 8:00 am - 3:00 pm.

- Library- Classrooms visit the library once a week for story time and to check out books. Books must be returned every week in the book bag. Families are responsible for lost or damaged books and a fee will be assessed. Lost book bags will be replaced for $0.50 each.
- Family Resources - Families can check out books and find information and resources to support them in the demanding job of being a family.

Problem Solving

We encourage families to seek answers to their questions. If you have concerns or problems about the program or your child, please talk with your child’s teacher or therapist. If you are still concerned or need more information, please talk with the SSP Principal (892-7735, X 56516). Problems are easier to solve when they are small, or when they first arise. If something needs to be discussed, we will work towards addressing the situation.

Translation and Interpreter Services

If you speak a language other than English and need documents translated or an interpreter, the district will supply such services. Requests need to be made in advance. Please contact the school front office at 892-7735, Ext: 56511.

Confidential Student Records

Records pertaining to children’s education programs are considered confidential and are maintained in Yellow Folder, an online file system, for each child. The confidential file contains information obtained or used in the process of referral, evaluation and placement of students, as well as all official correspondence with the child’s parents, all forms signed by the parents, other agency reports, or other personal or sensitive information. Parents have the right to inspect and review any records related to their child.

Child Abuse/Neglect Reporting

New Mexico law requires that teachers, support staff and administrators report all cases of suspected child abuse to CYFD Statewide Central Intake Services immediately. The school’s job is only to report, not to investigate. Criminal penalties can and have been applied when school staff do not follow this law by reporting suspected cases of abuse.
**Health**

**Information and Immunizations**

Before your child can be registered for school, we need a copy of an up-to-date Certificate of Immunizations signed by a licensed physician, physician’s assistant, nurse practitioner or nurse employed by a public health agency. You may access state immunization requirements at [http://www.health.state.nm.us/immunize/forms.html](http://www.health.state.nm.us/immunize/forms.html)

If a parent does **not** want his/her child to be immunized, he/she is required to complete a state form (Conscientious Objector form) giving the reason why the child is not immunized. This form can be obtained from the state and is found at [http://www.vaclib.org/exempt/newmexico.htm](http://www.vaclib.org/exempt/newmexico.htm). You are required to have it notarized and resubmitted on an annual basis. Information is reported to the State Department of Health.

All parents should know that there **may** be some children in preschool who are not immunized for health or religious reasons.

**Allergies/Health History**

Please notify your child’s teacher and the school nurse of any food or other allergies and any health risks (asthma, seizures, etc.). It is important that you let the teacher and school nurse know of any changes in your child’s health. Please note that Shining Stars Preschool is a nut free school due to severe nut allergies.

**Medications**

For your child’s safety, please do not send any over-the-counter medications (i.e. aspirin, cough drops) to school. If at all possible, it is encouraged to arrange medication to be administered at home.

**Prescription Drugs:** Prescription drugs will not be administered by school staff without a written request signed by the parent or guardian and the physician. This is required to be on file in the school office. The container of prescription medication kept at the school is required to be the current, original pharmacy labeled container. The labeled container is required to be brought to the school by a parent or other responsible adult, and delivered to the safe keeping of the health office. The parent is required to submit a Medication Authorization Form to the school nurse. This form requires physician and parent signatures.

**Sick Child Policy**

Regular school attendance is important, but a sick child needs to be at home getting well. We ask that all parents follow the “GOLDEN HEALTH RULE”. Place yourself in the role of other parents...would you want your child exposed? Remember, a child not feeling well is not able to benefit from the type of experience gained at preschool. If a child gets sick at school, parents will be called immediately. **Your child must be fever free for 24 hours without fever reducing medication before they can return to school. Do not give students medications to reduce fevers or stop diarrhea prior to school. This only suppresses the symptoms of an illness, the student is still contagious and may spread the illness to other students in their class.**

It is advised that children be kept at home if the following symptoms are present:

- Skin rash or sores
- Stomach ache or nausea
- Vomiting
- Fever
- Chills
- Earache
- Coughing
- Sore Throat
- Diarrhea
- Heavy, nasal discharge
- Inflamed eyes
- Have been taking an antibiotic for less than 24 hrs.

**Remember:** Please call the attendance line (892-7735 Option 1) if your child will not be attending school.

Please be sure your telephone numbers, address and emergency contact information on file in the school office are kept up to date. If there is a change, please contact the school office with the new information immediately.
**Screening and Evaluation**

Students attending Shining Stars Preschool on the PreK lottery who do not have an IEP are required to complete a brief screening. Screening helps to discover a child’s strengths and to determine if there are areas of concern that may need further evaluations. Through this evaluation, families working together with qualified professionals will look at all areas of development. This screening will be completed by the child’s teacher during the first three months of attendance.

**Special Education**

Special Education is a state and federally funded program to serve children who are eligible for service. Families and qualified professionals work together to identify the child’s educationally related program strengths and needs. As needed, we work with RRPS Child Find and early intervention providers to meet the needs of children who are eligible for services. More information can be found in our Parent and Child Rights in Special Education Procedural Safeguards Notice.

**Support Staff in the Classroom**

In order to help children with special needs, RRPS employs speech and language, occupational and physical therapists as well as a social worker. Their presence in the classroom provides a natural environment in which all the children can learn new skills in the way they use their bodies to move and the way they use language to communicate their wants and needs. Children with special needs may also be seen on a pull out basis outside of the preschool classroom. These professionals meet regularly with your child’s classroom teacher to plan classroom activities. Ask your child’s teacher to introduce you to the people who regularly spend time in your child’s classroom.

**RRPS Board Policy and State Department of Education**

Often Board Policy explains why we do what we do. If you would like more information regarding board policies, please visit the Rio Rancho Public Schools web site at [http://www.rrps.net](http://www.rrps.net). Board Policies can be directly accessed at [https://www.rrps.net/district/school_board___policies](https://www.rrps.net/district/school_board___policies). State Education regulations and laws may be referred to at [http://www.ped.state.nm.us/](http://www.ped.state.nm.us/)

**Title IX**

Under the provisions of Title IX, Education Amendments of 1972, public school must make sure that all students, regardless of gender, have equivalent opportunities to participate in athletics, academics, and training programs. RRPS Title IX Coordinator is responsible for overseeing compliance with the provisions of Title IX and for investigating complaints. For further information, contact RRPS Title IX Coordinator, Tonna Burgos at the Rio Rancho Public Schools District Office, 500 Laser Rd. NE, Rio Rancho, NM 87124, (505) 896-0667 Ext: 51129.

**Section 504**

Under the provisions of Section 504, Rehabilitation Act of 1073, public schools must make sure that all students, regardless of disability, have equivalent opportunities to participate in a free appropriate public education (FAPE). This provision applies to qualifying disabled students whose disabilities are not so severe as to create IDEA eligibility. RRPS Section 504 Coordinator is responsible for overseeing compliance with the provisions of Section 504 and for investigating complaints. For further information, contact the RRPS 504 Coordinator for Shining Stars, School Nurse, at 505-892-7735 Ext: 56514.
RRPS Directory

Rio Rancho Public Schools
500 Laser Road
Rio Rancho NM 87124

All contact info is available on our website:
www.rrps.net -->school-->Shining Stars Preschool

RRPS District Office: 896-0667
RRPS District Fax: 896-0662
RRPS Transportation Department: 338-0078

Shining Stars Preschool: 892-7735
Shining Stars Fax: 896-6166

Menu Selections:
Office Ext. 56511 or 56513
Attendance Option 1
Nurse Ext. 56514
Special Education Dept. Ext. 56526 or 56519
Social Worker Ext. 56521
Enchanted Mesa Daycare Ext. 56515
Child Find Ext. 56645

Cielo Azul Elementary School 338-2320
Colinas del Norte Elementary School 896-3378
Enchanted Hills Elementary School 891-8526
Ernest Stapleton Elementary School 891-8473
Maggie M. Cordova Elementary School 994-0229
Martin Luther King, Jr. Elementary School 892-2575
Puesta del Sol Elementary School 994-3305
Rio Rancho Elementary School 892-0220
Sandia Vista Elementary School 338-2526
Vista Grande Elementary School 771-2366

Eagle Ridge Middle School 892-6630
Lincoln Middle School 892-1100
Mt. View Middle School 867-0711
Rio Rancho Middle School 891-5335

Rio Rancho High School 896-5600
V. Sue Cleveland High School 938-0300
Independence High School 338-4658
Rio Rancho Cyber Academy 892-7222
Secondary Learning Center 896-6613
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<td>Open House 3-6 pm</td>
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<tr>
<td>August 15</td>
<td><strong>First Day of School for Preschool &amp; K-5</strong></td>
</tr>
<tr>
<td>August 24</td>
<td>Child Find Clinic</td>
</tr>
<tr>
<td>September</td>
<td>Rhyme of the month: “Jack and Jill”</td>
</tr>
<tr>
<td>September 1</td>
<td>HERO word of the month: <strong>HEAR</strong></td>
</tr>
<tr>
<td>September 2</td>
<td>Labor Day Holiday—All schools and District Office closed</td>
</tr>
<tr>
<td>September 14</td>
<td>Child Find Clinic</td>
</tr>
<tr>
<td>September 20</td>
<td>Fall Carnival—5:00 pm</td>
</tr>
<tr>
<td>September 30-Oct 1</td>
<td>Fall Photos</td>
</tr>
<tr>
<td>October</td>
<td>HERO word of the month: <strong>HELPFUL</strong></td>
</tr>
<tr>
<td>October</td>
<td>Rhyme of the month: “Jack Be Nimble”</td>
</tr>
<tr>
<td>October 1</td>
<td>Walk and Roll to School</td>
</tr>
<tr>
<td>October 4</td>
<td>ABQ Balloons Aloft 7:00 - 8:00 am</td>
</tr>
<tr>
<td>October 9-10</td>
<td>Staff In-service—No School</td>
</tr>
<tr>
<td>October 11</td>
<td>Fall Break—No School</td>
</tr>
<tr>
<td>October 16</td>
<td>Family Engagement 10-11:30 am</td>
</tr>
<tr>
<td>October 19</td>
<td>Child Find Clinic</td>
</tr>
<tr>
<td>October 31</td>
<td>Annual Costume Parade</td>
</tr>
<tr>
<td>November</td>
<td>HERO word of the month: <strong>EDUCATE</strong></td>
</tr>
<tr>
<td>November</td>
<td>Rhyme of the month: “Pease Porridge Hot”</td>
</tr>
<tr>
<td>November 11</td>
<td>Veteran’s Day Holiday—All Schools &amp; District Office closed</td>
</tr>
<tr>
<td>November 16</td>
<td>Child Find Clinic</td>
</tr>
<tr>
<td>November 14-26</td>
<td>Usborne Book Fair—Library</td>
</tr>
<tr>
<td>November 25-26</td>
<td>Elementary Parent-Teacher Conferences</td>
</tr>
<tr>
<td>November 27-29</td>
<td>Thanksgiving Holiday—No School</td>
</tr>
<tr>
<td>December</td>
<td>HERO word of the month: <strong>RESPECT</strong></td>
</tr>
<tr>
<td>December</td>
<td>Rhyme of the month: “Hickory Dickory Dock” &amp; “Old King Cole”</td>
</tr>
<tr>
<td>December 2</td>
<td>Bus Rider Count Day</td>
</tr>
<tr>
<td>December 12</td>
<td>Family Engagement Night—“Winter House Making”</td>
</tr>
<tr>
<td>December 19</td>
<td>“Winter Wonderland”</td>
</tr>
<tr>
<td>December 21-Jan 3</td>
<td>Winter Break—No School</td>
</tr>
<tr>
<td>January</td>
<td>HERO word of the month: <strong>Honest</strong></td>
</tr>
<tr>
<td>January</td>
<td>Rhyme of the month: “Little Miss Muffet”</td>
</tr>
<tr>
<td>January 6</td>
<td>Staff In-service/Planning Day—No School</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
</tr>
<tr>
<td>------------</td>
<td>--------------------------------------------</td>
</tr>
<tr>
<td>January 7</td>
<td>Classes resume for Students</td>
</tr>
<tr>
<td>January 11</td>
<td>Child Find Clinic</td>
</tr>
<tr>
<td>January 15</td>
<td>Family Engagement 10-11:30 am</td>
</tr>
<tr>
<td>January 20</td>
<td>MLK Jr. Holiday—No School</td>
</tr>
<tr>
<td>February</td>
<td>HERO word of the month: <strong>RESPONSIBLE</strong></td>
</tr>
<tr>
<td>February</td>
<td>Rhyme of the month: “Hey Diddle Diddle”</td>
</tr>
<tr>
<td>February 8</td>
<td>Child Find Clinic</td>
</tr>
<tr>
<td>February 12</td>
<td>Bus Rider Count Day</td>
</tr>
<tr>
<td>February 17</td>
<td>President’s Day Holiday - No School</td>
</tr>
<tr>
<td>February 19-Mar 1</td>
<td>Scholastic Book Fair—Library</td>
</tr>
<tr>
<td>March</td>
<td>HERO word of the month: <strong>RISK</strong></td>
</tr>
<tr>
<td>March 5-6</td>
<td>Conferences—No school for Preschool and Elementary students</td>
</tr>
<tr>
<td>March 6</td>
<td>Conferences/Credentialing—No school for middle school students</td>
</tr>
<tr>
<td>March 12-13</td>
<td>Spring Photos</td>
</tr>
<tr>
<td>March 14</td>
<td>Child Find Clinic</td>
</tr>
<tr>
<td>March 18</td>
<td>Family Engagement 10-11:30 am</td>
</tr>
<tr>
<td>March 30-Apr 3</td>
<td>Spring Break—No School</td>
</tr>
<tr>
<td>April</td>
<td>HERO word of the month: <strong>OPTIMISTIC</strong></td>
</tr>
<tr>
<td>April 8</td>
<td>Lottery Application Available</td>
</tr>
<tr>
<td>April 8</td>
<td>Egg Hunt Event—1 pm</td>
</tr>
<tr>
<td>April 10</td>
<td>Vernal Holiday—all schools: no classes</td>
</tr>
<tr>
<td>April 17</td>
<td>PreKindergarten Graduation Photos only</td>
</tr>
<tr>
<td>April 18</td>
<td>Child Find Clinic</td>
</tr>
<tr>
<td>April 21</td>
<td>Bike Night</td>
</tr>
<tr>
<td>April 22</td>
<td>Lottery Application Due</td>
</tr>
<tr>
<td>May</td>
<td>HERO word of the month: <strong>EXPERIENTIAL</strong></td>
</tr>
<tr>
<td>May 1</td>
<td>Caregiver Appreciation Activity</td>
</tr>
<tr>
<td>May 4</td>
<td>All Library Books due</td>
</tr>
<tr>
<td>May 9</td>
<td>Child Find Clinic</td>
</tr>
<tr>
<td>May 4-19</td>
<td>Pre-Kindergarten Bridging Days</td>
</tr>
<tr>
<td>May 19</td>
<td>Last Day of School for Shining Stars Students</td>
</tr>
<tr>
<td>May 21, 22, 26</td>
<td>Weather Make-up Days</td>
</tr>
</tbody>
</table>
Nursery Rhymes

AUGUST:
Twinkle, Twinkle, Little Star
Twinkle, twinkle, little star
How I wonder what you are
Up above the world so high
Like a diamond in the sky
Twinkle, twinkle little star
How I wonder what you are

SEPTEMBER:
Jack and Jill
Jack and Jill went up the hill
To fetch a pail of water.
Jack fell down and broke his crown,
And Jill came tumbling after.

OCTOBER:
Jack Be Nimble
Jack be nimble,
Jack be quick,
Jack jump over
The candlestick

NOVEMBER:
Pease Porridge Hot
Pease porridge hot, pease porridge cold,
Pease porridge in the pot, nine days old;
Some like it hot, some like it cold,
Some like it in the pot, nine days old.

DECEMBER:
Hickory, Dickory, Dock
Old King Cole
Hickory Dickory Dock,
Old King Cole was a merry old soul
The mouse ran up the clock.
And a merry old soul was he;
The clock struck one,
He called for his pipe, and he called
The mouse ran down!
for his bowl
Hickory Dickory Dock.
And he called for his fiddlers three.
JANUARY:
Little Miss Muffet
Little Miss Muffet
Sat on a tuffet,
Eating her curds and whey;
Along came a spider,
Who sat down beside her,
And frightened Miss Muffet away.

FEBRUARY:
Hey Diddle Diddle
Hey, diddle, diddle,
The cat and the fiddle,
The cow jumped over the moon;
The little dog laughed
To see such sport,
And the dish ran away with the spoon.

MARCH:
Humpty Dumpty
Humpty Dumpty sat on a wall
Humpty Dumpty had a great fall
All the king’s horses and all the king’s men
 Couldn’t put Humpty together again.

APRIL:
Little Boy Blue
Little Boy Blue, come blow your horn,
The sheep’s in the meadow, the cow’s in the corn.
But where is the boy, who looks after the sheep?
He’s under a haystack, he’s fast asleep.
Will you wake him? No, not I,
For if I do, he’s sure to cry

MAY:
Mary, Mary Quite Contrary
Mary, Mary, quite contrary,
How does your garden grow?
With silver bells, and cockle shells,
And pretty maids all in a row.
At Shining Stars Preschool, your child will learn foundational skills that will help them in their future learning. Foundational skills are an important bridge from Shining Stars Preschool into elementary school. It is with these foundational skills that children build on and blossom into readers and writers. Starting with nursery rhymes, your child will have opportunities to be in language rich environments, hear patterns in language, and have an awareness of the sounds in language. This is the first building block of reading.

All children at Shining Stars Preschool, in all learning environments will be working with nursery rhymes in a variety of ways. They will sing rhymes, recite rhymes, sequence rhymes, and create projects with nursery rhymes. As children are in their Pre-Kindergarten year, they will be exposed to lessons that follow the Heggerty Phonemic Awareness Curriculum. These lessons are all done with speaking, listening, and repeating to have children hear sounds and patterns of language. These lessons work on the foundational reading and writing skills that children will use in future grades. Rio Rancho Public Schools has adopted this curriculum from Pre-Kindergarten through second grade.

Foundational skills provide children with exposure and opportunities to continue to build on in later learning. Thinking Maps are visual tools used by teachers and children as a way to organize thinking and process information. Thinking Maps has been adopted by Rio Rancho Public Schools from Pre-Kindergarten through Grade 12. In preschool and prekindergarten, we use Thinking Maps for sorting, classifying, sequencing, looking at similarities and differences, extending stories, and more. In preschool and prekindergarten, we use objects, pictures, and words to represent the Thinking Maps in ways that make sense to young children.

Through play, explorations, and investigations, children are learning foundational skills. By using Heggerty Phonemic Awareness and Thinking Maps, we are exposing children to foundational skills that will be built on as they transition later into Kindergarten and beyond.
We have adopted the program The HERO Builder at our school. We want each child to be a HERO! Our goal is to support and guide children with their social-emotional development. This involves more than just expressing emotions. It entails taking turns, becoming independent in following routines, interacting more with peers, engaging in meaningful relationships with others, controlling emotions, and developing a positive self-image.

This school year, your child will learn 10 HERO Action Words, one word each month. The HERO Action Words will be introduced to students in their classroom. There will be “HERO Figures” and reminders to be a “HERO” around the campus. The hope is that the children will apply the characteristics of a hero in their daily lives beyond their time here at school.

Boyd Hamlin, local community member of Rio Rancho, developed the program called The Hero Builder. Please read the message from Boyd below.

**Message from Boyd Hamlin:**
What would it look like if we spent more time talking students INTO something rather than having to make the time to talk them OUT of something? The HERO Builder focuses on laying character foundation by creating a culture that reflects possibility thinking rather than prevention thinking. The HERO Builder encourages students to live into the characteristics of the hero that is within them.

As educators, youth leaders, coaches, and parents, we have the opportunity to model for students what it looks like to be somebody’s hero. The HERO Builder provides the tools and resources needed to create the positive culture you desire for your students to become difference-makers in their schools, communities, and homes.

It is my desire for The HERO Builder to help students be the best version of themselves they can be. Doing something good to get an award, a gold star or a temporary recognition is fine. But, being good because it’s who you are provides a lifetime of achievements a gold star can’t touch. It is teaching our students that a life of significance starts intentionally living the characteristics of a hero daily.

*Let’s make a difference and build some heroes!*

-Boyd Hamlin
August: **ORIGINAL**
Be You!

September: **HEAR** with Ears
Listen to Others.

October: **HELPFUL**
Be helpful to others.

November: **EDUCATE**
Learn something new.

December: **RESPECT**
Show your teacher and classmates respect.

January: **HONEST**
Tell the truth.

February: **RESPONSIBLE**
Do what you say you’re going to do.

March: **RISK**
Do something you have never done.

April: **OPTIMISTIC**
There is always a solution to a problem.

May: **EXPERIENTIAL**
Try something new.
NOTIFICATION OF RIGHTS FOR RIO RANCHO PUBLIC SCHOOLS (RRPS) ELEMENTARY AND SECONDARY SCHOOLS: 2019-20 SCHOOL YEAR

GENERAL RIGHTS UNDER FERPA: The federal Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older or are enrolled in a postsecondary school ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Principal of your student's school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and 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 provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA and 34 CFR 99.31 authorize disclosure without consent.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by RRPS to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202

EXCEPTIONS TO DISCLOSURE OF PERSONALLY IDENTIFIABLE INFORMATION (PII) WITHOUT PRIOR 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 school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer 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.

Upon request, the school may disclose education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled, if the disclosure is for purposes of the student's enrollment or transfer. Rio Rancho Public Schools (RRPS) will forward these records on request without notifying a parent or eligible student unless the parent or eligible student has notified the Principal in writing within fifteen (15) days of publication of this notice, or fifteen days of enrollment (whichever is later) that prior written consent is necessary.
PII can also be disclosed under Public Education Department regulations, without prior notification or consent, to outside organizations for legitimate educational purposes. "Legitimate educational purposes" are defined as educational opportunities, services and/or information offered or provided by accredited educational entities or professional educational organizations.

**DIRECTORY INFORMATION:** RRPS may disclose appropriately designated “directory information” without written consent, unless a parent or eligible student has advised the school to the contrary in accordance with RRPS District procedures. Directory information is information that is generally not considered harmful or an invasion of privacy if released. The primary purpose of directory information is to allow RRPS to include this type of information from student education records in certain school and district publications. Examples include:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- School and district websites and newsletters
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

For the 2019-2020 school year, RRPS has designated the following information as directory information:
1. Student's name
2. Grade in school;
3. Name of school;
4. Eligibility and participation in officially recognized activities, including but not limited to fine arts exhibits, performing arts programs, other performances, graduation programs and sports events;
5. Weight and height of members of athletic teams;
6. Honors and awards received;
7. Yearbooks; and
8. Identification in visual media, including photographs, videotapes, and visual images, depicting school programs or activities.
9. A student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user.

In addition, two federal laws require RRPS, which receives assistance under the Elementary and Secondary Education Act of 1965 (ESEA), to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised RRPS that they do not want their student's information disclosed without their prior written consent. 1

If you do not want RRPS to disclose directory information from your student's education records, information for legitimate educational purposes or military recruiters, without your prior written consent, you must notify the principal of the school where the records are kept in writing within fifteen (15) days of publication of this notice or within fifteen (15) days of enrollment, whichever is later. 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 the applicable fifteen (15) day period, the information will be classified as directory information until the beginning of the next school year.

A complete list of disclosures of directory information and PII that the school may make without parental consent is on the RRPS website (rrps.net) and available at the school principal’s office.

**GENERAL RIGHTS UNDER PPRA:** The federal Protection of Pupil Rights Amendment (PPRA) affords parents and eligible students, including students who are emancipated under state law, certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

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1 These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).
• Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):
  1. Political affiliations or beliefs of the student or student's parent;
  2. Mental or psychological problems of the student or student's family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.

• Receive notice and an opportunity to opt a student out of:
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)

• Inspect, upon request and before administration or use:
  1. Protected information surveys of students and surveys created by a third party;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

RRPS has adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. RRPS will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. RRPS will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. RRPS will make this notification to parents at the beginning of the school year if the district has identified the specific or approximate dates of the activities or surveys at that time.

RRPS administers an annual "Student Safety and Satisfaction Survey" to a random sample of students in grades 5-12 that includes questions related to area 4 above. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of planned activities and surveys listed below and will be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

Following is a list of the specific activities and surveys covered under this requirement:

  1. Collection, disclosure, or use of personal information for marketing, sales or other distribution.
  2. Administration of any protected information survey not funded in whole or in part by ED.
  3. Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W. Washington, D.C. 20202-5901.

TEACHER AND INSTRUCTIONAL SUPPORT PROVIDER QUALIFICATIONS: Title I Part A, Section 1112 (e)(1)(B)(ii) of the federal Every Student Succeeds Act (ESSA) affords parents the right to request information about the licensure and other qualifications, teaching assignment, and training of their children’s teachers and/or other instructional support providers. Questions about teacher and staff qualifications should be directed to Dr. Susan Passell, Rio Rancho Public Schools Executive Director of Human Resources, 500 Laser Rd. NE, Rio Rancho, NM, 87124, (505) 896-0667 ext. 51136.