



2020-2021

Family/Student Handbook

2100 Lionel Street NE
Rio Rancho, New Mexico 87144
TEL:(505)892-7735 FAX:(505)896-6166
WEB PAGE: www.rrps.net LINK: Schools
LINK: Shining Stars

"Where All Students Shine"



Vision: Find and develop the potential in every student

Mission: Rio Rancho Public Schools is dedicated to graduating students who are responsible, ethical, and productive citizens, equipped with a solid foundation for individual success.

Goals:

- Ensure each and every student has access to a guaranteed, rigorous, and engaging curriculum, allowing them to demonstrate 21st Century Learning Skills, College & Career Readiness and Technology.
- Ensure access and use of technology embedded in curriculum, instruction, and assessment preparing students for college and career.
- Hire, develop and retain highly effective and enthusiastic employees who are valued and supported through a common culture of teamwork and collaboration focusing on continuous learning and honoring our collective commitments.
- Establish strong partnerships throughout the Rio Rancho community which support educational opportunities for students.

Message from Administration



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.

This is our first year in the NEW Shining Stars Preschool building. We are very excited for the students, families and members of our community. It is going to be a year of exciting learning and fun for your child. Thank you for entrusting us with your child for the school year. We are glad you are part of our Shining Stars Preschool Family. It is going to be a great school year!

Kimberly Johns
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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. We provide school readiness activities to children in all domain areas focusing on literacy, numeracy, science, and social/emotional skills.

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 8:15am – 11:25am and PM class 12:05pm – 3:15pm.

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 be provided in other areas of the school campus or on a push-in basis in the classrooms. Children will be exposed to Library Literacy Skills, STEAM Lab Science Experiences, Movement Experiences, Art Experiences, as well as have the opportunity to use the school Computer Lab.

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.

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 505-892-7735, X 56511.

Enrollment and Registration

All students must be enrolled every year through online registration and addresses must be verified each year. Registration is held online at the schools during the school year and at the RRPS office during the summer break. To enroll students new to RRPS, parent/guardian must provide:

1. Verification of Student's Age: original birth certificate, hospital record, adoption papers, custody papers or another document suitable as proof of the child's age and identity.
2. Proof of Guardianship: original birth certificate, hospital record, adoption papers, custody papers or another document suitable as proof of guardianship.
3. Copy of student's current Individualized Education Plan (IEP), if applicable.
4. A copy of the child's records from the school most recently attended if previously enrolled in a school.
5. A proof of residency in the district and attendance zone. Acceptable documentation for proof of residency includes:
 - a. Current water, gas or electric bill OR
 - b. Current lease or rental agreement (within last three months) OR
 - c. Current mortgage statement OR
 - d. If you're living with someone else: Resident has a utility bill and signs an "address verification form" notarized statement that the child is living with a resident in the District.
6. An up-to-date immunization record or a copy of your notarized exemption request that has been submitted to/approved by the state. Satisfactory evidence that the student has begun the process of obtaining the immunizations required by law will be accepted when approved by the School Nurse.
7. Emergency contact information.

If an address or phone number changes during the year, it is critical that this information is updated with the school office.

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 505-892-7735 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.

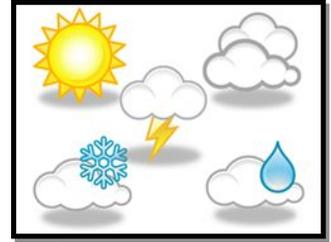
Newsletters

"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 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.

Early Dismissal/Emergency Closing/Weather

Shining Stars Preschool follows the district’s plan for inclement weather.

Rio Rancho Public Schools will operate on an abbreviated schedule in cases of emergency (often caused by extreme weather) when the safety of the students is in jeopardy. The district phone messaging system will call your phone. Please make sure your correct phone numbers are updated with our front office at all times, and that you indicate your preferred contact number. Typically, an abbreviated day schedule or cancellation will be announced on local radio and TV stations by 6:30 a.m. Please refer to the following in case of inclement weather:



Radio	KOB AM770	KRST FM 92.3	KOB FM 93.3
TV	KOB Channel 4	KOAT Channel 7	KRQE Channel 13

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. by district staff 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 be the only one placed on an abbreviated schedule.

Closure: A decision to close schools will be made prior to 6:30 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.

Fees for Supplies and Materials

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 (PreK) Classes: PreK teachers will be allocated a supply fund from the PreK grant to purchase supplies. Snacks for PreKindergarten classes will be provided by district food services, Sodexo. At the beginning

of each month, Prekindergarten teachers will collect a \$12.25 snack fee from each student to cover their snacks. If this presents a financial hardship, please contact your child's teacher to make arrangements.

Curriculum

Curriculum describes how and what your child will have the opportunity to learn while at school. Shining Stars Preschool uses the New Mexico PreK Essential Indicators as a guide for the targeted skills young children learn in the preschool years. 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 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. Shining Stars Preschool utilizes the Heggerty Phonemic Awareness program in the PreKindergarten classes. All classes utilize Thinking Maps and the HERO Builder program to support students.

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.



What to Wear

Dear Families...

*if your child comes home messy, look deeper, your child has gone EXPLORING
but most of all your child has had FUN!*

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 for them 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 Conferences

Rio Rancho Public Schools value communication with parents/guardians. You are encouraged to work with your child’s teachers in finding the best way to meet your child’s individual learning needs. Parents/guardians and teachers are partners in the education of the whole child.

Parents may request a conference with the classroom teacher any time throughout the school year. In addition, there will be at least two family-teacher conferences held each year based on the same schedule as elementary school conferences. Your child’s teacher will contact you to find a day and time that works for everyone involved.

It will help the teacher if parents/guardians come to the conference prepared with a list of questions, comments, or concerns regarding their child’s progress. By doing this, the teacher can specifically address your areas of interest.

Custody Issues

Parent/guardian shall be given reasonable access to their children at their school and to their children’s official school records. Exceptions to this will be made in cases where there are court orders restricting the rights of one parent to access a child and/or the child’s official school records. It shall be the responsibility of the parent/guardian who has a court order restricting the rights of the other parent/guardian to notify school officials of the conditions of the court order, and to provide school officials with a copy. RRPS will remain neutral in custody cases and will rely on parental agreement or court documents in honoring parental requests. RRPS will do their best to abide by parenting plans provided to them but are not responsible to enforce specific pick-up days.

In those circumstances where a person other than the parent has been granted legal guardianship, the legal guardian is responsible for notifying the school officials of the conditions of guardianship and for providing the school officials all pertinent written documentation or changes.

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.

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

- Feed, clothe and prepare your child for school.
- Register your child for school.
- Participate in beginning of school year home visit
- 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 conferences and/or attend annual Individual Education Plan (if applicable)
- Volunteer in the classroom (**must complete district requirements including background check**)
- Attend Family Engagement Activities and/or Family Field Trips

Family/Volunteer Involvement and Guidelines

The Rio Rancho Public School District recognizes the essential role that meaningful parent involvement plays in establishing effective learning environments. Meaningful parental involvement is defined as:

- Parent participation that supports the instructional program,
- Parent participation in the school-related decision-making, and
- Parent participation that supports school/District-related activities.

Volunteers

All Rio Rancho Schools actively seek to create a safe and welcoming environment. However, in keeping with the educational goals of the district and its learning community, its primary responsibility must be to provide a safe and uninterrupted learning environment. Therefore, all persons entering a campus, who are not school staff, are considered to be visitors. **All visitors or volunteers** at the school are required to check in at the office, and present their driver's license. They will be issued a visitor/volunteer ID sticker to wear while on campus.

Volunteer Clearance and Sign-In

All volunteers are required to be cleared through the district office according to the criteria of NMAC 6.50.18. Volunteers who are chaperoning must also follow RRPS chaperone guidelines. Volunteer requirements are instituted for child safety. Thank you for your support and putting students first.

New Mexico State Law requires all school volunteers to complete the same FBI background check required for all employees and contractors. Volunteers who have cleared the background check and received an approval email may be utilized at any RRPS school at the discretion of the principal. Each principal has the discretion to refuse a volunteer's participation if he/she believes that participation would be detrimental to the learning environment. There is no appeal process if a volunteer is denied permission although he/she may be able to volunteer at another RRPS school at the principal's discretion.

First time approved volunteers will sign in with front office staff with a driver's license and thereafter may use the volunteer kiosk; a volunteer ID sticker will be printed for daily use. The ID sticker must be worn while on campus and will be turned in at the end of the visit when you sign out.

The background screening is \$44.00 and will be valid for 2 years from the date of the approval, pending no new offense appears on the monthly RAP back report.

No person will be allowed to volunteer or chaperone a trip without having a current approval in place. Please plan ahead, the approval process may take 2-3 weeks and can't be completed the day of the event or fieldtrip.

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.



Parent Concerns

Parents and guardians enjoy great relationships with their student's teachers, principals, and other professionals at school. But sometimes questions or concerns arise. When this happens, what should you do? Here's a simple guide to Rio Rancho Public Schools' complaint resolution process.

1. **Communicate Respectfully.** Yelling, name-calling, and cursing doesn't accomplish anything. Actively listen (all parties will be heard!), calmly discuss your concerns, speak one at a time, and work together to seek a mutually-beneficial resolution. Remember that everyone has the same goal: your student's best interests and those of all the students in your school.
2. **Start at the lowest level.** If you have a concern, first try to resolve it by discussing the situation with your student's teacher, counselor, SEIL, nurse, or other professional. Disputes and misunderstandings are often best resolved in person. Often, misunderstandings can be cleared up or issues addressed through a courteous conversation at the school level.
3. **If the issue isn't resolved, talk to a school administrator.** Some concerns can't be resolved with school staff, and in this case you should schedule a meeting or phone call to discuss the situation with your school's assistant principal or principal.
4. **Last stop: District Office.** If after discussing the situation with the principal you still feel there has not been a satisfactory resolution, you may refer the complaint to the district level. You will be asked to fill out a Parent Concern Form outlining your concerns, and a district staff member will review the information and make contact with you.

Please remember to always model appropriate behavior. Young people learn how to handle real-life situations from the behavior exhibited by the adults around them. This process provides a framework parents can use to teach their children courteous, respectful, and effective ways to resolve conflicts.

Lost and Found

All lost items are to be turned into the Lost and Found which is located in the front 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.

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.

Parent Drop-off/Pick-up

Your child and their safety is our biggest concern. Parent Drop-off and Pick-up can be stressful times for both our families and the children. Our campus has "hand to hand" service. Students can not be simply dropped off at the curb or in the parking lot. All children must be escorted by a parent and/or family member who is an adult, to their designated area.

We are taking every measure possible to make this procedure as seamless as possible. Our Campus is divided up into four different pods. Each pod has a specific name and is associated with a specific color. The four pods include: **Mountain which is purple**, **River which is blue**, **Desert which is yellow** and **Forest which is green**. Each child is assigned to one of the four pods. Each pod as a designated parent parking lot. Parents who drive their children to school will park in the lot that corresponds with the pod of their child. This system will allow for families to park nearest their child's classroom.

Arrival: Once parents and/or family members park in their designated parking area, they will walk their child to the pod arrival/dismissal area, using the designated crosswalk, which is the fenced area with benches and an overhead canopy. At this point, parents and/or family members will say goodbye to their child at the gate. The child will go into the gated area that is supervised with a Shining Stars Staff Member. Each classroom has a designated bench where the children will sit and wait. When it is time for class to start, the children will be picked up by a staff member and taken to their classroom.

Dismissal: At the end of the session, parents and/or family members will again park in the designated pod and meet at the gated area outside of your child's pod. Students will be dismissed to parents and/or family members from the gated area. Everyone should be prepared to show a picture ID, example driver's license until staff become familiar with individuals. *No child will be released to any adult not listed on their registration card.* Children will remain in the gated area until a family member is there to pick them up.

**Please note that in cases of extreme weather, during arrival, students will walk through the gate area and proceed directly to their classrooms as indicated by a staff member. There may be cases of extreme wind, cold weather, rain, snow or etc. that deem it necessary for the children to go directly into the building to ensure the safety of all. In addition, we may need to hold children in the building due to extreme weather and let them out once parents and/or family members are at the gate and/or it is safe to dismiss.*

Tardy: If you and your child arrive 10 or more minutes late, the drop off pods areas will be closed. You will need to enter through the main front office. The front office secretaries will be happy to check you in, give you a temporary visitor sticker and a tardy pass for your child to give to the classroom teacher. The parent and/or family member will be asked to walk the child to his/her classroom.

For the safety of everyone, PARKING ALONG THE RED CURB IN THE FIRE LANE NOT PERMITTED AT ANY TIME. For each family's safety, please follow the parking lot traffic flow. **UNDER NO CIRCUMSTANCES SHOULD ANYONE (ADULT OR CHILD) BE DROPPED OFF FROM A VEHICLE THAT IS NOT PARKED IN A DESIGNATED PARKING SPACE.** When walking through our parking lots, PLEASE use the marked crosswalks. We have crossing guards at the crosswalks in bright vests with signs to ensure your safety.

Alternate Drop-off and Pick-Up Procedures:

We understand that each child is unique and may require additional support during the drop-off and pick-up time. For students, parents and/or families with additional needs, we will have "SSP Star Badges" for families to take students directly to their classrooms. This is case by case and on limited basis to help keep everyone in our school safe. Please speak to your teacher if you believe you may require this service.

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 505- 892-7735, X 56511
- **If there is a change in how your child will be getting home, please send a note in your child's folder or call the school and teacher.**
- In order to ensure information is passed along to all staff regarding dismissal, **there will be no changes in dismissal 30 minutes prior to the end of the session. This is for the safety of your child as well as others.**

Media Center: Library and Literacy Lessons

The Media Center at SSP will offer a variety of opportunities for the children in literacy. Each child will get to experience the school library via storytime/ literacy lessons as well as check out books from our collection of over 10,000 books.. Our Literacy Specialist will teach your child how to handle a book as well as care for books. In addition, the Literacy Specialist will conduct storytime as well as provide a meaningful lesson, focusing on a foundational literacy skill.



Children will be able to check out books from our school library. Each child will receive a special book bag to keep their book nice and safe. Books should remain in the book bag at home and be returned to school in the book bag. Books will 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.

Damaged Book Policy

When a book is lost or damaged, parents will be asked to pay for the book. The price charged is the replacement cost for the book. If a book is damaged but still usable, we will bill parents or guardians for up to 1/2 of the cost of the book. When the damage is minor, we speak to the child who returned it and then clean or repair the book.

Every book that is checked in is inspected and cleaned before it goes back on the shelf. Any damage is noted on the inside front cover. New Mexico State Statute Chapter 280 allows for schools to hold a parent responsible for loss, damage or destruction of instructional materials. Report cards will be held until books are returned or the fine is paid.

Ben's Book Boxes: Book Exchange Program

We would like to invite all of our families to use one of the Five Ben's Book Boxes located in front of each pod and school entrance. -They are the little colored houses near each drop off area and the front entrance of the school. Ben's Book Boxes are a free book exchange where anyone may take a book or return a book to share with others. Books 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 Ben's Book Boxes!*

History Note: Ben's Book Boxes were designed and built by Ben Harrison for an Eagle Scout Project with Boy Scout Troop 2010 in Rio Rancho in August 2019. Ben wanted to help support young children and get books in their hands. Ben was an avid reader. Sadly, Ben passed away in October 2019 but his love for reading and desire to support young children lives on at SSP. We are very grateful for Ben and the work of Boy Scout Troop 2010 that will benefit students at SSP for many years to come.

Screening and Evaluation for PreK Lottery Students

Students attending Shining Stars Preschool, on the PreK lottery who do not have an Individual Education Plan (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. This screening looks at skills in the area of language, fine motor, gross motor, self-help, and social/emotional skills. Articulation skills (speech sounds) will be screened if needed.

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.

Special Education Instructional Leaders at SSP are:

Christina Rodriguez-Engel, christina.engel@rrps.net and/or 505-962-3519

Child Find Coordinator for RRPS is:

Angelica Cuevas Duran, angelica.duran@rrps.net and/or 505-892-7735, X 56648

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 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.

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 and School Nurse

Your school's Health Office staff works to help keep students healthy and in school. RRPS Health Offices are staffed by Nurses and Health Assistants, who manage students' illnesses and accidents that occur at school. Nurses and Health Assistants administer medication, keep health records and perform vision and hearing screenings.

RRPS District Nurses provide consultation, mentoring and training for Health Assistants and school staff. District Nurses are responsible for developing Health Care Plans for students with health needs and communicating with parents and health care providers regarding school health issues.



In order to protect students from the possible spread of disease, please keep your child home if the following symptoms are present: fever, vomiting, diarrhea, red or inflamed eyes, drainage, skin rash with fever. Please do not send your child to school when he/she is ill.

Any student with a temperature of 101° F or higher may return to school when they are fever-free for 24 hours without fever-reducing medication. The Health Office staff may send your child home regardless of temperature

if they develop symptoms of illness at school that prevent them from participating comfortably in school activities.

Please make arrangements to have either a parent/guardian or another authorized adult available at all times to pick up a child who is ill or injured. If both parents/legal guardians are unavailable, the school will begin calling the adults listed by the parents on the Emergency Card.

Immunizations

Immunizations are required to enter public schools in every state. All students entering Rio Rancho Public Schools must present a certificate/shot record showing immunizations against Diphtheria, Tetanus, Polio oral vaccination, Measles (Rubeola, Rubella) and Hepatitis B. Students will not be allowed to attend school until a shot record is produced. Check with your pediatrician, the school nurse or the local health department to determine if your child's immunizations are up-to-date.

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>

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>. 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.

Medication

All medication will be dispensed according to the Rio Rancho Public Schools medication policy and procedure, as follows:

1. Prescription medications will be dispensed in the health office when accompanied by a completed Medication Authorization form, and the medication is in its original pharmacy labeled container.
2. In the case of over-the-counter medication, the parent will provide the medication in an original sealed container and complete an "Over the Counter" Medication Authorization form.
3. Students who are placed on antibiotics by their physician must remain at home for the first 24 hours of therapy. A complete copy of this Policy and Procedure can be obtained via the internet at www.rrps.net or at your child's school health office.

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 an *Allergy Aware School* due to many allergies in our student and staff population.

Insurance

New Mexico law states that a school district cannot assume liability for costs incurred in students' accidents. The New Mexico Public School Insurance Authority makes a low cost student accident policy available to all students in Rio Rancho Public Schools. This Policy is optional and explained in the brochure sent home at the beginning of each school year.

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.

Technology and Internet Use

RRPS provides students with a variety of technology resources, which consist of all electronic devices, software, and means of electronic communication. Young children are limited to 15 minutes on electronic devices.

Technology is an essential component of the learning experience. Students access technology resources in order to access, gather, create, organize, analyze and communicate information and ideas in order to advance their learning in accordance with the goals and objectives of the District.

Chromebooks

Chromebooks are provided to students to utilize for the enrichment and enhancement of their education. At all times students are expected to maintain a level of respect for the use of the technology equipment and the internet as it is used for school work.

Before a student is allowed to utilize the devices provided in the classroom, parents and students are required to read, sign, and return the Chromebook commitment form. This is completed through the registration process.

Internet Use

The District believes the resources available through the Internet offer significant opportunities for teaching and learning; however, the Internet must be used in a responsible manner. While the District provides protection from harmful material through the use of filtering software, the teacher and the student have the ultimate responsibility for using the Internet according to District guidelines and policy.

Before a student is allowed access to the Internet, parents and students are required to read and sign the Technology Use Agreement. This is completed through the registration process.

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> . Board Policies can be directly accessed at https://www.rrps.net/district/school_boardpolicies. State Education regulations and laws may be referred to at <http://www.ped.state.nm.us/>

Title IX

Under the provisions of Title IX, Education Amendments of 1972, public schools must make sure that all students, regardless of gender, have equivalent opportunities to participate in athletics, academics, and training programs. RRPS's Title IX Coordinator is responsible for overseeing compliance with the provisions of Title IX and for

investigating complaints. For further information, contact Tonna Burgos, Title IX Coordinator, at the Rio Rancho Public Schools District Office, 500 Laser Rd. NE, Rio Rancho, NM 87124, (505) 896-0667.

Section 504

Under the provisions of Section 504, Rehabilitation Act of 1973, 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's Section 504 Compliance Officer is responsible for overseeing compliance with the provisions of Section 504 and for investigating complaints. For further information, contact Theresa Griffin-Golden, 504 Compliance Officer, at the Rio Rancho Public Schools District Office, 500 Laser Rd. NE, Rio Rancho, NM 87124, (505) 896-0667.

The 504 Coordinator at SSP is our school nurse who can be contacted at 505-892-7735, X 56514.

Pets and Service Animals

Pets are not allowed on campus. A person with a disability can bring a service dog to school if the dog helps expand their independence. Schools must permit the dogs to have appropriate access to facilities along with the student. However, the school is not responsible for providing care, food, or relief areas for the dog. When parents want a service dog to accompany a child with a disability to school, the first step under the Individuals with Disabilities Education Act is adding the service dog to the child's Individual Education Plan. A service animal has training specific to tasks necessary to mitigate the disability of their handler. This varies from the services that companion or therapy pets provide. For students with service dogs, the burden is on the parents to confirm that the animal has been adequately trained to perform specific tasks to alleviate the disability of the student.

School Safety: RRPS

Weapons Policy

The Rio Rancho School Board has a weapons policy in an attempt to protect students and staff in our schools. Rio Rancho Public Schools must comply with the state's Gun Free Schools Act or risk losing funds. New Mexico requires schools to expel students for one year for carrying guns. Therefore, we are asking for help from the entire community as we continue to keep weapons and look-alike weapons out of schools. Our policy is simple: No weapons of any kind are allowed at school or at any school event.

Substance Abuse Policy

It is the position of Rio Rancho Public Schools that a caring environment is essential in preventing students from becoming involved with harmful substances. Therefore, students in RRPS will have the opportunity to develop a positive self-image and achieve their maximum potential in an atmosphere free of substance abuse.

While we recognize that health problems of the youth are primarily the responsibility of the home and community, the school shares the responsibility to provide a safe and orderly learning environment. In cooperation with the community, the schools shall endeavor to educate students and staff concerning substance use and/or abuse as well as support alternatives for helping students and their families, including prevention and intervention strategies.

In accordance with New Mexico Board of Education Regulation 81-3, RRPS supports a policy that prohibits students from using, possessing, or distributing alcohol and/or other harmful or illegal substances on school property, at the bus stop or at school activities. Students who violate this policy shall be subject to the full range of school and/or district disciplinary measures, in addition to applicable criminal and civil penalties.

Use of Tobacco Products

Use of tobacco products, including but not limited to, cigarettes, cigars, chewing or smokeless tobacco, pipes, electronic cigarettes, and other look-alike devices, by students is forbidden in school buildings on school property or in any vehicle used to transport students to and from schools or school related activities. For purposes of this policy a school vehicle is defined as any vehicle used to transport students to and from any school or school related function and which has school sponsored chaperones.

Use of tobacco products shall be strongly discouraged in all schools through a compulsory program of instruction regarding the effects of the use of such products.

Video Surveillance

For the security of our students in RRPS, we are pleased to have several surveillance cameras on our campuses. For further information regarding video surveillance please see [district policy #800](#) on the district website: www.rrps.net.

Bullying

Hazing/Harassment/Intimidation/Bullying/Menacing are very serious behaviors and are dealt with in a serious manner. Our entire school staff is required to report bullying incidents. We provide a bully prevention program as part of our school health standards by following Positive Behavior System (PBS) School wide. Our counselor provides guidance lessons as requested. For more information please visit RRPS Student Services or speak to an administrator at our school.

Safety Drills

Please take a moment to familiarize yourself with the following drills that will take place periodically throughout the school year. The purpose of the drills is to practice safety protocols so the students know what to do in the event of an emergency situation.

Lockout: Lockout is called when there is a threat or hazard outside of the school building. The following are some examples of when a school or emergency dispatch might call for a Lockout:

- Dangerous animal on school grounds
- Criminal activity in area
- Civil disobedience

Lockout uses the security of the physical facility to act as protection.

Lockdown: Lockdown is called when there is a threat or hazard inside of the school building. From parental custody disputes to intruders to an active shooter, Lockdown uses classroom security to protect students and staff from threat. The following are some examples of when a school or emergency dispatch might call for a Lockout:

- Dangerous animal within school building

- Intruder
- Angry or violent parent or student
- Active shooter

Evacuate: Evacuate is called when there is a need to move students from one location to another. Here are some examples when an evacuation may be necessary:

- Fire
- Gas Leak
- Bomb threat
- Post incident evacuation

Shelter: Shelter is called when the need for personal protection is necessary. Training should also include spontaneous events such as tornado, earthquake or airborne irritants. Some examples of Shelter conditions are:

- Tornadoes or Earthquakes
- External explosive devices
- External airborne irritants or Hazmat
- Flood

Secondary Evacuation Plan: Once it has been determined that entry can not be made back into the building steps will be taken to do a secondary evacuation.

1. In situations that only involve a particular school:
 - a. Students will be transported to the closest high school.
 - b. No parent pick up will be done at the elementary school.
 - c. Parents will be directed to the appropriate pick up point and will go to the command post to check out their student(s).
2. In the event that there are multiple situations in the school district going on at the same time and evacuation can not be done to the high school(s), alternative preparations will be made for students to be picked up.
3. In the event of a secondary evacuation parents will be notified by phone (Robo-call) as to the situation and the location to pick up students.
 - a. Only designated pickup points will be utilized.

Releasing Students: Upon arrival to the command post parents, guardians and personnel authorized to receive students will check in with the administrator/ coordinator with the attendance/ check out sheet. A release form must be signed by any authorized person picking up a student.

The coordinator will communicate with radio or runners to the station that have those students to have them meet at the pickup zone.

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. Shining Stars



Preschool is providing rich foundational and pre-readiness skills that align with learning that will continue in kindergarten.

Learning Foundational Skills

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.



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

Hickory Dickory Dock,
The mouse ran up the clock.
The clock struck one,
The mouse ran down!
Hickory Dickory Dock.



Old King Cole

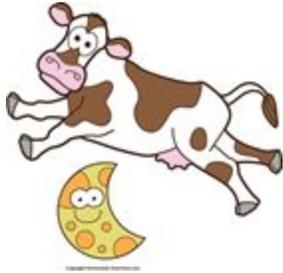
Old King Cole was a merry old soul
And a merry old soul was he;
He called for his pipe, and he called for his bowl
And he called for his fiddlers three.

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.

Little Miss Muffet



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



Little Boy Blue

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.

Hero Builder Program

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



Hero Building Words

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.

SUPERHEROES



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

Child Find Ext:	56645
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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
Joe Harris Elementary School	896-0706
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
Mountain View Middle School	892-0711
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
Desert Pathways	892-6579

School Calendar--Year-at-a-Glance (Dates and times are subject to change.)

August	HERO word of the month: ORIGINAL
August	Rhyme of the month: "Twinkle, Twinkle, Little Star"
August 7	First Day of School - High School & Middle School Students
August 8	Child Find Clinic
August	Virtual Open House - Classroom teacher will schedule
August 11	First Day of School for Preschool & K-5- VIRTUAL LEARNING
August 22	Child Find Clinic
September	Rhyme of the month: "Jack and Jill"
September	HERO word of the month: HEAR
September 7	Labor Day Holiday—All schools and District Office closed
September 19	Child Find Clinic
September 25	Fall Carnival- This event will NOT be held this school year.
September/ October	Fall Photos- TBD
October	HERO word of the month: HELPFUL
October	Rhyme of the month: "Jack Be Nimble"
October 2	Walk and Roll to School
October	ABQ Balloons Aloft This event will NOT be held this school year.
October 7-8	Staff In-service—No School
October 9	Fall Break—No School
October	Family Engagement TBD
October 17	Child Find Clinic
October 29	Annual Costume Parade
October 30 & November 2	Parent Teacher Conferences
November	HERO word of the month: EDUCATE
November	Rhyme of the month: "Pease Porridge Hot"
November 3	Election Day- All Schools & District Office Closed
November 11	Veteran's Day Holiday-All Schools & District Office Closed
November 14	Child Find Clinic
November	Usborne Book Fair - Library- TBD
November 25-27	Thanksgiving Holiday--No School
December	HERO word of the month: RESPECT
December	Rhyme of the month: "Hickory Dickory Dock" & "Old King Cole"
December 1	Bus Rider Count Day
December	Family Engagement Night - "Winter House Making" TBD
December 18	"Winter Wonderland" TBD
December 21-January 3	Winter Break-No School
January	HERO word of the month: HONEST
January	Rhyme of the month: "Little Miss Muffet"
January 4	Staff In-service/Planning Day--No School

School Calendar--Year-at-a-Glance (Dates and times are subject to change.)

January 5	Classes resume for Students
January	Family Engagement TBD
January 18	MLK Jr. Holiday--No School
January 23	Child Find Clinic
February	HERO word of the month: RESPONSIBLE
February	Rhyme of the month: "Hey Diddle Diddle"
February 10	Bus Rider Count Day
February 15 & 16	President's Day -- No School on these two days
February 20	Child Find Clinic
February / March	Scholastic Book Fair--Library- TBD
March	HERO word of the month: RISK
March	Rhyme of the month: "Humpty Dumpty"
March	Parent Teacher Conferences
March	Spring Photos -TBD
March 13	Child Find Clinic
March	Family Engagement TBD
March 22 - March 26	Spring Break -- No School
April 2	Vernal Holiday- No School
April 5	Holiday- No School
April	HERO word of the month: OPTIMISTIC
April	Rhyme of the month: "Little Boy Blue"
April 7	Lottery Application Available Online for 2021-2022 School Year
April	Pre-Kindergarten Graduation Photos only-TBD
April 10	Child Find Clinic
April	Family Engagement- TBD
May	HERO word of the month: EXPERIENTIAL
May	Rhyme of the month: "Mary, Mary Quite Contrary"
May 3-7	Staff Appreciation Week
May 8	Child Find Clinic
May 24	Last Day of School for Shining Stars Students



Student Records and Student Rights

Student Records (FERPA)

NOTIFICATION OF RIGHTS FOR RRPS ELEMENTARY AND SECONDARY SCHOOLS: 2020-2021 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 to 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 authorizes 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 are: 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 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. 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 our 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 2020-2021 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 print, electronic or visual media, including photographs, videotapes, and video images, depicting school programs or activities.

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 the LEA that they do not want their student's information disclosed without their prior written consent.

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.

Custody Issues

Parent/guardian shall be given reasonable access to their children at their school and to their children's official school records. Exceptions to this will be made in cases where there are court orders restricting the rights of one parent to access a child and/or the child's official school records. It shall be the responsibility of the parent/guardian who has a court order restricting the rights of the other parent/guardian to notify school officials of the conditions of the court order, and to provide school officials with a copy. RRPS will remain

neutral in custody cases and will rely on parental agreement or court documents in honoring parental requests. RRPS will do their best to abide by parenting plans provided to them but are not responsible to enforce specific pick-up days.

In those circumstances where a person other than the parent has been granted legal guardianship, the legal guardian is responsible for notifying the school officials of the conditions of guardianship and for providing the school officials all pertinent written documentation or changes.

Student Rights

Protection Of Pupil Rights (“PPRA”) Notice

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

- *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 student's parent; 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;A
 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 collected 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 collected 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.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

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 in 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. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and 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 direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- 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, SW
Washington, D.C. 20202

Section 504

Under the provisions of Section 504, Rehabilitation Act of 1973, 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's Section 504 Compliance Officer is responsible for overseeing compliance with the provisions of Section 504 and for investigating complaints. For further information, contact Theresa Griffin- Golden, 504 Compliance Officer, at the Rio Rancho Public Schools District Office, 500 Laser Rd. NE, Rio Rancho, NM 87124, (505) 896-0667.

Title IX

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