

**2015-
2016**

*Nob Hill Early
Childhood Center*

Student/Parent Handbook

Nob Hill Early Childhood Center

Pre-K and Kindergarten



Ruidoso Municipal Schools
"Home of the Warriors"

NHECC

Physical Address:

103 South Sutton Dr. - Ruidoso, NM 88345

Mailing Address: 200 Horton Circle - Ruidoso, NM 88345

Phone: 575.257.9041

Principal: Jason Edmister—edmisterj@ruidososchools.org

Head Start Director: Melvina Torres - Melvina.torres@regionix.org

Secretary: Linda Whitley - whitleyl@ruidososchools.org

School Calendar at a Glance

August 10-11: Teacher Work Day
 August 12-13: Kinder & PreK parent/teacher conferences
 August 14: Kinder Parent Orientation 8:00 or 12:00
 August 17: 1st day of school for Kinder & Pre-K
 Sept 7: Labor Day Holiday
 Oct 12: Columbus Day
 Oct 29-30: K-8 Parent/Teacher Conferences
 Nov 25-27: Thanksgiving Recess
 Dec 21-Jan 1: Winter Recess
 Jan 18: MLK Day
 Feb 15: Presidents Day
 Feb 25-26: K-8 Parent/Teacher Conferences
 Mar 25: Easter Break
 April 4-8: Spring Break
 May 20: Last Day of School

Penalties for Violations: In compliance with the federal Gun Free Schools Act, any student found to be in violation of this policy shall be subject to discipline, including long-term suspension and expulsion.

- Accordingly, it is the policy of the Board that no student shall bring a weapon onto school property, nor carry or keep any weapons or "look-a-like" weapon on school property while attending or participating in any school activity, including during transportation to or from such activity.

NOTES AND IMPORTANT PHONE NUMBERS:



SNOW DAY / TWO HOUR DELAY

- When snow or ice creates hazardous driving conditions in Ruidoso, your cooperation in observing the following information will be appreciated:
 - Ruidoso Municipal Schools uses an automated phone message system, which can call all parents of students within about five minutes. In the case of a two hour delay or school cancellation, all parents will be called. **Please ensure your preferred phone number is on file in the office.**
 - In addition to the phone call, the local radio and television stations (Ruidoso Schools Cable Channel 15) will begin broadcasting any changes from the regular school day by 6:30 a.m. By this time, it will have been determined whether school will be cancelled or have a two (2) hour delayed start.
 - If weather conditions develop to require an early dismissal from school, the radio stations will broadcast the bulletin as soon as a decision has been made.
 - During days of “questionable” weather, please listen to the radio stations.
 - Should conditions exist that a delay is called; the instructional day will begin exactly two (2) hours from regular time. Breakfast will not be served on these abbreviated days. However, lunch will be served at the normal times.



WEAPONS IN SCHOOL

- The Board of Education recognizes that the presence of weapons in school not only creates unacceptable risks of injury or death, but also creates a climate that undermines the educational purposes of the schools. **This policy is enacted to implement the requirements of the federal Gun Free Schools Act of 1994, 20 U.S.C., 8921 and N.M.S.A. 1978, 22-54.7, and it is the intention of the board that it be interpreted broadly to conform to these provisions of law.**

Ruidoso Municipal School District Vision Statement

The Vision of RMSD is to grow a collaborative learning community where relationships, rigor and relevance develop fulfilled and purposeful adults.



DAILY BELL SCHEDULES

Nob Hill

7:45	Student Arrival (K & Pre K)
7:55-8:20	Breakfast
11:00-11:50	Lunch
11:15	Pre K (AM) Dismissal
12:00-12:25	Pre K (PM) Lunch
3:00	Regular Dismissal
3:30	Pre K (PM) Dismissal
1:25	Wednesdays Early Release
Pre-K	NO SCHOOL ON FRIDAYS
Pre K & DD/4y	AM—7:45-11:15
	PM—12:00-3:30

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PHYSICAL EDUCATION/RECESS

- *The Ruidoso School District recognizes the importance of promoting good student health through a well developed, organized, and professionally staffed physical education program. All students will participate in the physical education program while attending our schools. Please see that your child is dressed appropriately for this activity (shoes, jeans, etc.)*



- *The P.E. teacher will need to be advised of any health related concerns that may affect the student's participation. A note from the parent/guardian will be necessary in order to excuse a student from the P.E. program. A doctor's note will be required to excuse the student for more than three (3) days from participation in P.E. or recess.*

REPORTING ABUSE

- *Suspicion of abuse/neglect and educational neglect will be reported to authorities. The school staff and administration are obligated by law to report any incident as reported to them by a student or parent.*

STUDENT PLACEMENT

- *Parents have invaluable insight about how their children learn. Therefore, we offer you an opportunity to address your concerns and wishes by completing a "Parent Input Form."*
- *Placement decisions will be made using the following criteria:*
 - Heterogeneous grouping academically*
 - Equal ratio of boys and girls*
 - Equal ratio of ethnicity*
 - Equal number of students among teachers*
- *Class rosters will be prepared at the end of each year and finalized in August.*

REPORT CARDS AND PARENT/TEACHER CONFERENCES

- *Report cards will be sent home four times during the school year. Parent Teacher Conferences will be scheduled as part of the first and second reporting periods. Teachers will make every effort to schedule a time that will be convenient for the family. If there are any other times in which a parent needs to meet with a teacher, please call the school and schedule a meeting.*

INSURANCE

- *RMSD makes student accident insurance available to all regularly enrolled students of the school. This option is available to you at orientation. Parents are responsible for purchasing this policy if desired.*

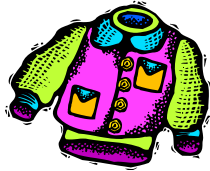
LIBRARY

- *Ruidoso students are offered a complete library service at school. Specific skills are taught throughout the year so students become independent users of the library resources. Students are expected to demonstrate a respectful and responsible behavior while in the library.*

Each school's library collection contains books, magazines, reference materials, cassettes, and CDs. A maximum of four books can be checked out at a time with the exception of students doing research for class projects. Books are checked out on a weekly basis and a fee will be charged for any late, lost, or damaged books.

LOST AND FOUND

- ***Please write your child's name on coats, sweaters, gloves, backpacks, personal books, and any other items brought to school.*** *By marking the student's personal items, the school staff can assist in returning the belongings to the rightful owner. Parents are welcome to view the items in Lost and Found to see if anything belongs to their child. Unidentifiable items that are not claimed by the end of the year will be donated to charitable organizations.*



PETS

- *Due to liability concerns and the welfare of students with allergies, pets will not be allowed at school. The only exception to this will be special occasions in which animals may be brought in by the parent/guardian for a brief time period for "show and tell" type classes. Prior approval from the building administrator will be required and the parent must remain in the classroom with the pet.*

ACTIVITY FEES

- Your child's homeroom teacher will collect an activity fee of \$15.00 from each student at the beginning of school or when the student enrolls. The funds will be used to support special classroom projects, materials, incentive programs, student awards, and assemblies.

SCHOOL HEALTH



- The school has a full-time nurse to meet the needs of the students. The school and the school nurse are committed to maintaining a healthy environment that will enhance the learning and well being of all students.
- **Accidents** – Should a student be involved in a serious accident, the school will make every effort to contact a parent immediately. Therefore, it is extremely important that the health room have current emergency contact information. Office personnel will call 911 only in a situation deemed appropriate by the school nurse.
- **Illness** – In an effort to provide a healthy environment for all students, the health staff treats all students who are ill by:
 - 1) taking their temperature,
 - 2) checking symptoms, and
 - 3) administering appropriate care.
 If warranted, the nurse will contact the parent to pick up their student. ***Students must be free of fever, diarrhea or vomiting for 24 hours before returning to school.***
- **Medication** – No medication shall be taken during the school day unless prescribed by a physician. If a student must receive medication in school, it is the parent's responsibility to ensure that the medication arrives at school in the properly labeled container with all required documentation to the school nurse. A complete Ruidoso Authorization to Administer Medication Form, signed by parent or guardian, requesting that the medication be given during the school day, and Doctor's orders specific to time and dosage completed on that form is required. The school nurse or other designated employee may assist the student in taking the prescribed medication. Parents are invited to school to administer medication to their child.
- **Immunizations:** ALL students must be properly immunized to attend school. Please check with the school's nurse if there are any questions regarding current shot records. An immunization clinic is held every Monday, except holidays, from 8:30-11:00am at the Ruidoso Health Office located in the Lincoln County Sub-Station near the Village of Ruidoso Offices.

ATTENDANCE

- Research shows that attendance patterns established in elementary school have an impact on school attendance in later years. We encourage you to support your child's regular attendance to maximize his/her learning and to increase his/her chances of having a successful school career.
- The following guidelines will apply to attendance:
 1. In order for an absence to be considered "excused", it must be in writing.
 2. Written notices should be brought to school on the student's first day back. The following are allowable excuses: medical/dental, funeral, parent sponsored
 3. If a student checks out after 11:00 a.m., he/she will be considered absent for 1/2 day.
 4. A student will be counted tardy if he/she arrives after the class has returned to the classroom from breakfast (8:25).
 5. If a student is tardy or absent excessively, the administration will conference with the family to develop an action plan to ensure proper attendance.

GENERAL ATTENDANCE GUIDELINES

1. All students are expected to attend school as per the NM Compulsory Attendance Law.
2. On the fifth (5) unexcused absence, written notification will be sent to the parents.
3. On the tenth (10) unexcused absence, written notification will be mailed to the parents.
4. On the eleventh (11) absence, and any ensuing absences, provisions of the Children's Code and the Mescalero Tribal Code will be implemented and referrals to the appropriate agencies made.
5. Designated and/or prior approved school related trips/activities will be counted as days in attendance, providing the student is attending the event or activity.
6. Out of school suspension for any reason, will be counted as part of the ten (10) day accrual.
7. A student who is absent for ten (10) consecutive school days without office notification will be dropped from the school's attendance records and will need to be re-enrolled.
8. Each parent will sign an attendance agreement during orientation.

OFF CAMPUS EMERGENCY EVACUATION

- Each school has a specific **Off Campus Emergency Plans** in case the need arises for all students/staff to vacate or be removed to a separate location away from the school building. Please become familiar with the locations your child may have to be moved to.
- - NH: First Presbyterian Church
 - Gateway Church of Christ
 - Southwest Personal Fitness
- Please be advised that you will not be able to remove/pick-up any students or enter any building until a safe environment and civil order has been established. No student may be picked up by anyone other than the person/persons listed on the student's emergency form/card. A designated sign out location will be determined by the administration and the circumstances surrounding the situation. Your cooperation, patience, and understanding of the situation will assist the school staff and administration should an event occur that requires an emergency evacuation. As always, student safety will determine the course of action taken.

Food Items From Home:

- Throughout the school year, opportunities to bring food items from home may arise. Please know these items must be prepared in a commercial kitchen, sealed and labeled. (i.e. purchased from a store).

HARRASSMENT/BULLYING

- Incidents of harassment may be defined as any physical contact such as touching, pinching, patting, pulling at clothes, or intentional brushing against another person. Bullying is defined as repeated aggression or harassment. All Reports of harassment and bullying will be thoroughly investigated by the principal and/or authorities. See RMSD School Board Policy J3632 for complaint procedures.

Homework

- Homework assignments are designed to extend the learning begun in the classroom, build independent study habits, and encourage students to think and work creatively outside the school. Each teacher will vary in assigning homework. Teachers may choose to provide a study hall in their classrooms during recess or before school to allow students time to complete their homework. Parents are encouraged to provide their children with the necessary help to have all homework assignments completed and submitted on time. You should expect your child to have approximately one (1) hour, or less, of homework per night.

- Teachers will not release the student unless first notified by the office. Persons other than parents or legal guardians must have **written permission** from the parent or legal guardian before the student(s) will be released.
- The student must be checked back into school before returning to the classroom.

DRESS CODE

- Appropriate dress in school is important because inappropriate dress can be a source of disruption in the classroom and on the playground. Children quickly notice anyone's dress that is extremely outlandish, suggestive, or a challenge to accepted community values. Teasing and other disruptive behavior frequently follow. We want all students to have a good day at school and for that reason; we ask that you support your child in making appropriate choices.
- Ensure your child's clothing is appropriate for the weather. Weather can change rapidly and students should be prepared for that eventuality. It is helpful to listen to weather reports daily to help students plan for appropriate outer clothing.

ELECTRONIC DEVICES/TOYS FROM HOME

- Cellular phones, and other electronic gaming and communication devices, are not allowed in school. These devices may cause distractions and disruptions to the instructional setting and may be misplaced or stolen. Emergency messages will be handled through the office personnel. Students should leave their toys at home unless it is their designated turn to participate in Show and Tell. Please check your child's backpack daily to ensure toys don't make their way to school. Especially concerning are toy weapons. Ensure your child understand the importance of leaving all toys at home. If a toy weapon is confiscated, a parent will be called to retrieve the toy from school and disciplinary action may occur.

EMERGENCY CONTACTS

- Please make sure you have completed an EMERGENCY CARD for your child with current information. Emergencies occasionally happen within the school setting and **updated phone numbers and contact persons are extremely important** should contact be needed. Please notify the office of any changes through the year.

BUS INFORMATION / TRANSPORTATION / PICK-UP & DROP-OFF

- All students need to be picked up and dropped off at the designated area for each specific building. Please refrain from letting your child out of the vehicle before reaching the designated drop off area. Use the designated crosswalks to walk your children across lanes of traffic and make sure you have made eye contact with a staff person before letting go of your child. Please observe speed limits in the school zones.
- If you need to enter the building, please park in the designated areas located at the front of each building.
- Morning drop-off (before the tardy time) and after-school pick-up NH: 7:55 and 3:00 (pick-up time may be altered by 5 minutes after the start of the school year.)
- Please do not park in the bus loading areas in front of the buildings
- Please advise anyone picking up your child of the specific locations and procedures.
- **Telephone bus change requests need to be received before 2:00 p.m.** To be valid, written requests will need to have the parent's signature, phone number(s), and address of where student is to be dropped off. The note will need to be turned in to the teacher as soon as the student arrives at school.
- School bus transportation is a privilege extended to any student who qualifies for transportation pursuant to Standards for School Bus Operations; State Board of Education Regulation No. 83-3. Riding a bus is a privilege, which may be revoked for behavior which endangers the lives of students riding the bus. If your child rides a bus, please review the Ruidoso Municipal School District Transportation Handbook, and review the rules with your child. This will insure the safety of your child and all students riding the bus.



ADMITTANCE TO BUILDING/ SIGNING IN AND OUT

- (Applies to ALL visitors and volunteers that enter the buildings)
- For the safety of our students, parents, and staff, ALL visitors and volunteers, including spouse and relatives of employees, MUST sign in at the office and receive proper means of identification. The identification will need to remain in clear and visible sight at ALL times while on the school grounds. All visitors and/or volunteers also need to sign out upon leaving the campus.

CAFETERIA

- The Ruidoso School District provides dining services for all students. Students will be taught the cafeteria expectations of behavior at the beginning of the year.
- As parents, you are invited to have lunch with your child at any time. Please sign in with the appropriate school office before going to the cafeteria. Meal prices and general guidelines while in the cafeteria are listed below.

PRICES

Elementary Student Breakfast	Free
Adult Breakfast	\$2.00
Regular Student Lunch (elementary)	\$2.25
Adult Lunch	\$3.25
Regular Student Lunch (secondary)	\$2.75
Extra Milk	\$.50
Reduced Student Lunch	\$.40

- Lunch and breakfast will be provided free of charge to all elementary students in the Ruidoso Municipal Schools district for the 2015-16 school year.

COMPUTERS / INTERNET ACCESS

- Your child may be participating in class/school projects that involve the use of the Internet. An Internet Agreement will be sent home for you to read, sign, and return prior to your child's using the Internet. Students will use the Internet only under the supervision of an authorized adult. Students who violate conditions of the Internet Agreement may lose privileges for the remainder of the school year and be subject to appropriate school disciplinary measures. Misuse of the computers, including access into unauthorized areas of the Internet, "trashing" programs, opening files not belonging to you, and taking computers apart without permission will result in a consequence.



COUNCILS: PARENT, SCHOOL ADVISORY / VIPS

- In an effort to further improve communication, community acceptance, decision-making, and overall credibility, The Parent Advisory Committee (PAC) will be established at beginning of each new school year. Meeting times and places will be determined at the first meeting. The PAC helps to build a sense of community among families and staff through activities and ongoing school wide communication. With the help of parent volunteers, PAC coordinates fund raisers and provides support for all school programs and is an avenue for parent feedback which is used to shape the direction of the school. Participation in the school's advisory council is a great way to get involved in various operations of the school and to stay informed about issues affecting education. Please plan on helping out this year by joining other great supportive parents who work to make the school a better place for all students. The work is a rewarding time spent with kids and other caring parents/guardians which further strengthen the Ruidoso Schools.
- Another organization that contributes to the school is the VIPS (Volunteers In Public Schools) program. The VIPS and advisory council often collaborate to avoid duplication of work. Both programs are focused on making the school a better place for all.

COUNSELING / GUIDANCE / SOCIAL SERVICES

- The Ruidoso Schools provide counseling and guidance services on an as needed or referral basis. Students can also request to visit with counselors. School-wide, individual, and group services are provided in order to educate and assist our students in dealing with character development and/or difficult situations. The counseling personnel are here as a resource for students and parents in special times of need. Please advise the school of any situation that could potentially affect your child's behavior or academic performance. The staff and administration will assist you to the fullest extent of our abilities and resources.

DISMISSAL / STUDENT CHECK-OUT

- If at any time prior to the regular dismissal time a student must leave the school premises, it will be necessary to notify the school office. **Please do not go to the classroom to pick up your child unless you have first checked him/her out at the office and received a visitor's pass.**