

Eagle Nest Elementary/Middle School PreK

2024-2025

Family/Student Handbook

225 Lake Ave.
Eagle Nest, New Mexico 87718
Telephone: (575)377-6991
FAX:(575)224-2465
WEB PAGE: [Cimarron Schools](#)

Cimarron Municipal Schools

District Vision: To inspire our students to realize their individual potential in an ever-changing world.

District Mission: Cimarron hand-in-hand with our families students the experience of a environment through staff who



Municipal Schools will work and community to provide our safe and challenging educational know and nurture every child.

Eagle Nest Elementary Middle School:

Vision: To increase writing stamina, development of ideas, creativity, engagement, reflection on writing, and awareness of one's (writer's) own thinking process while writing.

Mission: Staff will work with students to increase writing stamina by implementing daily writing journals, direct instruction on the writing process including mechanics of writing, timed writing activities, individual writing conferences, and teaching intentional reflection on writing using a portfolio. Staff will engage in vertical alignment for writing across PreK-8th grades.

Message from Administration

Dear Parent(s) & Guardian(s):

Welcome to Eagle Nest Elementary/Middle School PreK. We are looking ahead to a school year of growth in learning through fun. Eagle Nest's PreK Program is committed to creating and sustaining an early learning system focusing on a solid foundation built on a high-quality, comprehensive, program of integrated services for all children. We strive to offer a quality program that recognizes and values each child's unique traits and potential. We look forward to a year of amazing growth for your child.

We are happy you and your child are a part of the Eagle Nest Eagle family. It is going to be a great year as we make learning fun for your child. Thank you for allowing us to be a part of your child's life for this school year.

Shannon Aguilar, Superintendent

Warren Fresquez, Director of Transportation

Matthew Tyner, Elementary Principal

Meredith Krenek, PreK teacher

"It had long since come to my attention that people of accomplishment rarely sat back and let things happen to them. They went out and happened to things."— Leonardo Da Vinci

Program Description

Eagle Nest Elementary/Middle School PreK program is committed to building an early learning system focusing on a high-quality, comprehensive, community program striving to form a continuum of integrated services for preschool students with special needs and typically developing peers. Eagle Nest provides bilingual education, early literacy intervention, art, music, and social work services to our students.

Applications are available beginning in the spring for the following year. Children must be 3 or 4 years old before September 1st of the current year to be eligible for participate in the Eagle Nest PreK program. If there is not a waiting list by May 26 for students applying to the New Mexico Preschool program for the 2024-2025 school year, will be accepted on a first come basis to the Eagle Nest Preschool Program.

The Special Education portion of our PreK program is designed for preschool children with special needs who are between the ages of three and five. The children must meet New Mexico eligibility requirements for special education. Children who have Individualized Education Plans (IEPs) which designate speech and language therapy, occupational therapy, social work, and/or physical therapy will receive these therapies within the classroom environment and/or pull-out (as designated through the IEP) during the school day. The classroom staff also implements strategies and techniques recommended by the therapists.

A student who is eligible for the Special Education Preschool Program will attend the Eagle Nest Elementary/Middle school PreK program with typically developing peers and will receive special education and therapy services as identified on the child's Individualized Education Program (IEP). Transportation is provided by the Cimarron School District for children who are 5 years old and above.

At Eagle Nest, we believe the foundation for learning includes the total development of every child. Play is the work of children and is the basic way in which young children gain knowledge. Just as teachers use instructional techniques for reading; preschool teachers plan opportunities for spontaneous play, guided play, directed play, or investigative play to teach new skills and concepts. Our preschool program is designed to encourage learning through play, hands-on activities, and small and large group discovery time.

Foundational skills provide children with exposure and opportunities to continue to build on in later learning. Through play, explorations, and investigations, children are learning foundational skills. The lesson plans are designed to encourage children to discover, create, explore, experiment, observe, discuss, and share.

Integrated Learning Experiences may include art from the art teacher, read-alouds from the Librarian, and Physical Education from the PE teacher. Early dismissal Wednesdays are used for lesson planning, family meetings, professional development, staff meetings, home visits, family field trips, family engagement afternoons and individual student testing.

Each classroom routine is unique, but the following PreK daily schedule may include the following learning opportunities: Large Group Activities/Circle Time, Small Group Activities, Learning Centers, Gross Motor Activities (Playgrounds, Walking), Snack Time, and Integrated Learning Experiences. Integrated Learning Experiences may be provided in other areas of the school campus (Art Room and Library) or within the classrooms and may include art lessons from the art, and PE teachers. All students will be exposed to Library Literacy Skills.

The PreK teacher will provide a monthly newsletter explaining current classroom activities, instructional concepts, and current school activities.

School Calendar/Class Days

Classes are daily from 7:55 a.m. to 4:07 p.m. This is aligned with all students K-8 at Eagle Nest Elementary/Middle School. Approximately every other Wednesday, there will be early dismissal at noon for Preschoolers. Those dates are designated on the PreK school calendar.

NOTE: Students cannot participate in New Mexico PreK at Eagle Nest and attend in any additional program funded by a CYFD Pre-Kindergarten Program. Please check with the school personnel if you have any questions regarding this topic.

****Eagle Nest Elementary/Middle School PreK Programs follow the Cimarron Municipal Schools school year calendar.***

Meals

According to the NM PED guidance, meals must be provided to students during in-person instruction learning. Students at Eagle Nest will be served meals within the classroom setting. Children will be seated and served “family style”. Children will wash hands before and after meals. All meals will meet USDA requirements. All meals meet USDA nutritional requirements.

Students in need of assistance with feeding will be provided help by staff who have been trained in feeding procedures either by the child’s parent, qualified therapist, and/or school nurse.

Sanitation plans to provide a safe environment for Preschoolers and Staff include daily cleaning of all areas.

Translation/Interpreter Services

If you speak a language other than English and need documents translated or an interpreter, Eagle Nest Elementary/Middle School will supply such services. Requests need to be made in advance. Please contact the school’s front office at 575-377-6991, Ext. 401

Enrollment and Registration

All students who are new to Eagle Nest Elementary/Middle School must be enrolled through online registration or in-person registration. To enroll students new to Eagle Nest parent(s)/guardian(s) must provide the following:

- Verification of Student’s Age: original birth certificate, adoption papers, custody papers or another document suitable as proof of the child’s age and identity.
- Proof of Guardianship: original birth certificate, adoption papers, custody papers or another document suitable as proof of guardianship.
- Copy of student’s current Individualized Education Plan (IEP), if applicable.
- A copy of the child’s records from the school most recently attended if previously enrolled in a school
- 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.

If an address or phone number changes during the year, it is critical this information is updated with Eagle Nest Elementary/Middle School Elementary Office.

Absences/Attendance

A definite relationship exists between success in school and attendance. Therefore, it is very important your child is in school every day unless they are ill or other special circumstances exist. At Eagle Nest Elementary/Middle School, for children to receive the full benefits of participating in NM Pre-Kindergarten, it is expected they will attend at a minimum of 90% of the time.

When children are sick, their ability to function and learn in the classroom is reduced. We expect your child to stay home until they are well. This will also reduce the chance of infecting the other children. If your child becomes sick at school, we will make every effort to contact you or your emergency contact to take them home. We will try to make them as comfortable as possible until you arrive. Keep your contact numbers and address current with the office and teacher so

we may reach you when necessary.

For your child's safety, **please** call to report all absences or tardies to the school secretary by calling 575-377-6991 Ext. 401.

Early Dismissal/Emergency Closing/Weather Conditions

Eagle Nest Elementary/Middle School PreK Program follows the district's plan for inclement weather. We will send out an all call with the most up-to-date information. You may also visit our website www.cimarronschools.org. Should the cancellation of school be necessary notification is usually given by 5:30 a.m. It is recommended that families plan for such emergency closures. If there is no announcement, families should assume that school will be open.

Curriculum

Curriculum describes how and what your child will have the opportunity to learn while at school. Eagle Nest Elementary Middle School will use the Three Cheers for Pre-K Curriculum and Heggerty Phonemic Awareness Curriculum as guides, and the New Mexico PreK Essential Indicators. It is the PreK curriculum that helps get young children ready for kindergarten. Skills-based experiences and purposeful play initiate learning around quality children's literature. It's fun and effective with multisensory activities and amazing interactive digital content.

It is designed to support social-emotional and culturally responsive learning through instruction tied to nine developmentally appropriate themes. The program fosters the development of key skills and concepts in the core disciplines of literacy, mathematics, science, and social studies, as well as in other subjects, such as health, and the arts — all of which are integrated into weekly instruction. Foundational skills provide children with exposure and opportunities to continue to build on in later learning. Through play, explorations, and investigations, children are learning foundational skills. Lesson plans are designed to encourage children to discover, create, explore, experiment, observe, discuss, and share.

Eagle Nest uses New Mexico PreK Essential Indicators as a guide for the targeted skills young children learn during the preschool years. The New Mexico Early Learning Guidelines were designed to be used for the benefit of children and families. Young children learn by doing. They use their bodies to touch, smell, move, listen, and learn about the world they live in. They like to play, and we call this "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. The developmental expectations are identified to help educators assist each child to reach his or her maximum potential and to communicate clearly with families about how their child is growing and learning, what steps are being taken to enhance his or her early learning experience, and to address the family's goals and concerns.

Eagle Nest Elementary Middle School Dress Code

Everyday Dress Code for ALL students (PreK through 8th Grade): All students are expected to be in school dress code (as detailed in the bullets) from their arrival to their departure each school day. Students and dress attire should be clean, and students should be neatly groomed. All clothing should fit properly, nothing tight or oversized. **Administrators shall have the discretion and final decision to determine appropriate of attire and grooming.** Dress code is as follows:

- Personal appearance and dress that violate reasonable standards, compromise safety, demean, slur, or harass others through symbols, words, images, and/or disrupt the educational process shall not be tolerated.
- Clothing, tattoos, or accessories which advertise, display, or promote any drug (including tobacco and alcohol), sexual innuendo, violence, weaponry, profanity, hate, "In memory of..." or bigotry towards any group is prohibited.
- Shirts must cover the entirety of the shoulders, no halter tops, tank tops, spaghetti straps or muscle shirts. Shirts must be long enough to clearly overlap the belt line or stay tucked in.
- Undergarments must remain entirely covered including while seated.
- Pants, shorts, skirts and/or dresses must not be torn and must fit at the waist. The shorts, dresses and/or skirts can be no shorter than 3" above the knee.

- Spandex, pajamas, sweatpants, cut-offs, home, and athletic shorts are not permitted.
- Boys shorts must not be longer than the kneecap in length.
- Students must wear closed shoes or tennis shoes with a rubber sole. No “heely” shoes, sandals, shower shoes, rubber flip flops, slippers, or shoes with a heel are allowed.
- Eagle Nest Spirit shirts are allowed during the school year.

Note: Children should be dressed in clothes that can be worn for active and sometimes messy play. No flip flops or sandals are allowed (i.e., hard to run in, scraped toes, etc.). Tennis shoes or closed shoes are recommended. We request all students bring a change of clothing to keep in the classroom or kept in their 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 (gloves, hats, and jackets).** For children who are not completely toilet trained, they will need two sets of complete changes of clothes. Please send diapers and wipes. If your child is currently learning to use the toilet, please dress them in clothes that are easy to pull up and down. A toileting plan is completed for any child needing toileting assistance. *Early Childhood Environmental Rating Scale (ECERS) diapering guidelines indicate all children will be appropriately cared for at all times. The programs follow the guidelines as specified under the ECERS.*

Personal Belongings: Your child may want to bring special toys or other items from home. Only send toys when staff has requested this, so 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 in your home that is not your child’s, we would appreciate its return.

Photo Release

Permission for Eagle Nest Elementary Middle School Photo Release

Parents provide written consent by completing Eagle Nest’s forms for school personnel to photograph or videotape children for educational and teacher professional purposes. Copies may be used for reports or marketing materials to promote Eagle Nest’s PreK programs on the website, brochures, social media, etc.

Central Regional Education Cooperative (CREC) Photograph/Videotaping Permission

The New Mexico PreK, Title 1, and special education preschool programs administered by the Public Education Department (PED) along with their contractor, the Central Regional Education Cooperative (CREC), are asking permission to take photographs and/or to videotape your child during their time in the NM PreK classroom. In order to do this, we must first have parental/guardian permission to photographs or videotape your child. Copies may be used by the PED or CREC in ongoing research, reports, or marketing materials to promote New Mexico PreK, etc. Pictures/film of your child may be used for training purposes or in future professional publications.

Supplies/Classroom Needs

Eagle Nest Elementary Middle School Prekindergarten Classes:

At the beginning of the school year or when your child enters the New Mexico Preschool Program, teachers will provide families with a supply list for the classroom. If your child is being potty trained, parents are asked to also supply diapers, pull-ups, gloves, and wipes for their child on an as needed basis. Teachers will let you know when additional supplies are needed.

Beginning of Year Transitions

Making a smooth transition into the preschool program is an important task for the preschool student and his/her family. Prior to the beginning of the school year, parents/guardians may attend their child’s classroom to discuss the schedule, curriculum, and procedures. The students are able to meet the teacher with their parents prior to the first day of school. An Open House will take place during the beginning of the school year. Families will be notified by phone calls, emails, web site, and social media. The parents and students have the opportunity to become familiar with the

surroundings and to ask any questions to ensure the children receive quality services from all program staff.

End of Year Transitions (Transition to Kindergarten)

In May, children in the Early Childhood programs will participate in a “Kinder Transition Day”. Children will have the opportunity to visit a kinder classroom on a designated evening. The kinder teacher will provide hands-on engaging activities representative of a typical kinder day. This experience will facilitate a smooth transition into kindergarten.

In May, parents will be invited to participate in a transition meeting. This meeting will provide information regarding the upcoming kindergarten year. Eagle Nest’s administration, ancillary staff, School Nurse, Preschool Staff, and Kindergarten teacher(s) will be present to provide support and answer questions. If your child will be attending Eagle Nest’s Kindergarten for the 2024-2025 School Year, an application must be submitted online or in person.

Family Involvement

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 including registering your child at Eagle Nest Elementary Middle School participating in the beginning of school year home visit, attending IEP’s (if applicable) for your child, and attending Family Conferences.

Parent Visits to Classrooms

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

Home Visits

Due to the rural layout of our communities and the communities we serve, home visits are conducted via group meetings at the local park prior to the first day of school. Not only do the children and families get to meet their teachers, but our teachers and parents are given the opportunity to learn any pertinent information for the design and development of instruction, so children are set up for a successful school year.

Parent/Teacher Conferences

Eagle Nest PreK values communication with parent(s)/guardian(s). Each of you know your child best. Families are encouraged to work with your child’s teacher to meet your child’s individual learning needs.

Parent(s)/Guardian(s), teachers, ancillary staff, and administration are partners in educating your child.

The family is the most important part of a young child’s life. We know 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 including registering your child at Eagle Nest, attending Open House, participating in the beginning of school year home visit (at the Enchanted Eagle Park in Eagle Nest), attending IEP’s (if applicable) for your child, and attending Family Conferences.

Parents may request a conference with the classroom teacher any time throughout the year. At Eagle Nest, one to two Family/Teacher Conferences will be held. Your child’s teacher will contact you to find a day and time that works for everyone involved. School is not held on these days. Conferences will be held in October and January.

Parent conferences with teachers are scheduled close to the date that Authentic Observations are made by PreK staff, and we also abide by the Parent/Teacher Conference dates as outlined in the district calendar. Classes are not held on

these days, but you may bring your child with you if needed. Parents and families are expected to attend in person.

During the conferences, if parent(s)/guardian(s) come to the conference you may want to prepare a list of questions, comments, or concerns regarding your child's progress. By doing this, your child's teacher can specifically address your areas of interest.

Parent/Guardian Visits to Classrooms:

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

The new statute extends to school volunteers. These requirements are already in place for employees and contractors working in the schools and they must complete an FBI background check. This is a more thorough background check than those previously required of volunteers. With the changes, all volunteers need to apply for an FBI background check as of June 14, 2019.

Volunteers who have cleared the background check and received an approval through email may be utilized at school at the discretion of administration. Volunteers will sign in with front office.

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. Volunteers must be at least 18 years of age.

**What is a RAP back?*

Rap Back is a Federal Bureau of Investigation (FBI) service that will allow authorized government agencies to receive notification of subsequent activity on individuals who hold positions of trust.

Wondering if your volunteer clearance is current? Amber Archuleta at Cimarron Schools administration office, can let you know if you are an approved volunteer and when your status will expire. If your background screening is soon to expire, you should receive an email 30 days prior to the expiration date inviting you to reapply. Her phone number is 575-376-2445, Ext. 102.

Responding to Parent Concerns/Problems

Eagle Nest Elementary Middle School encourages families to look for answers to their questions. If you have concerns or problems about the program or your child, please talk with your child's teacher. If you continue to have concerns or need more information, please talk with the Eagle Nest Elementary Middle School Principal (575-377-6991, Ext. 403). Problems are easier to resolve when they are small, or when they first arise. If something needs to be discussed, we will work towards addressing the situation. Here's a guide to addressing complaints and finding resolution.

- Communicate Respectfully. Yelling, name-calling, and cursing does not 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. At Eagle Nest our goal is always to put your child's best interests and those of all students at the front of our considerations.

If you have a concern, first try to resolve it by discussing the situation with your child's teacher, Eagle Nest Elementary Middle School Social Worker, School 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.

- If the issue is not resolved, talk to a school administrator. Some concerns cannot be resolved with school staff and in this case, you should schedule a meeting or phone conference to discuss the situation with one of our elementary principals.
- Finally, if after discussing the situation with our elementary principal, you continue to feel there has been

no satisfactory resolution, you may refer your complaint to the Superintendent. You will be asked to fill out a Parent Concern Form outlining your concerns and the Superintendent will review the information and contact you.

Please remember to always model appropriate behavior. Young people learn how to handle real-life situations from the behavior demonstrated 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.

Expulsion Policy

- Children may not be expelled/dismissed from Eagle Nest's PreK Program due to special or behavioral needs.
 - A referral should be made and/or the IEP team must meet to determine staff/parent training needs and the Least Restrictive Environment (LRE)

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 on 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 Angel's Attic.

Confidential Student Records

The School of Dreams Academy adheres to the Family Educational Rights and Privacy Act (FERPA) regarding confidentiality of student information. All of our student records are maintained in locked, fireproof cabinets. Contact the administrator at Eagle Nest Elementary Middle School if you have additional questions.

Records pertaining to children's education programs are considered confidential and are maintained in the Special Education Office and on 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 parent(s)/guardian(s), all forms signed by the parent(s)/guardian(s), 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/Walk-In/Pick Up

Parent Drop-off and Pick-up procedures:

Drop-off: PreK parents will follow the PreK drop-off procedures. Vehicles line up entering the school parking lot to the right and traveling in a counter clockwise fashion, but following the white line. When your vehicle reaches the curb, you may let your student out to follow walking traffic into the school. There will always be a staff member to receive your child before school. You may also park at the main entrance and walk your student into the school.

Pick-up: You will follow the same procedure as drop-off in the morning. Your child will be escorted by PreK staff and/or taking your child safely to your vehicle at the curb. Please do not leave your vehicle so as to keep traffic safely moving. Please put your child in their car seat yourself. You will then exit the parking lot. On early release days, you will follow the same procedures, but arrive at school at 12:30 instead of 4:00. If you have any questions, please do not hesitate to the front office 575-377-6991.

If you and your child arrive 5 or more minutes late, you will need to enter through the office and sign your child in there.

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

Transportation

Families provide transportation for students enrolled in New Mexico PreK until they turn 5 and families may then use bus services provide by the school district.

Child Find Screenings and Evaluations

Child Find is part of the Individuals with Disabilities Education Act (IDEA) that requires states to identify, locate and evaluate all children with disabilities ages 3-21 who need special education services. Eagle Nest Elementary Middle School conducts screening and evaluations of preschool-aged children who are suspected of having developmental delays or disabilities in one or more of the following areas: Communication Skills, Cognitive skills, Motor skills, Daily Living Skills, Social/Emotional Skills, Vision, Hearing, and/or Orthopedic needs. Any parent/guardian with concerns about their child's development (speaking, understanding language, learning, eye-hand coordination, movement, socialization, hearing, vision, or any other developmental concern) may contact Child Find for a screening. A child must be at least 3 years old but not eligible for kindergarten. Parent(s)/Guardian(s) must sign consent before the screening can take place. The screening takes about 45 minutes. The screener(s) will play with your child using developmental screening tools. You will be asked questions about things your child may be doing at home or in childcare. Children will also have their vision and hearing screened. The screener(s) will then talk with the parents/caregivers about the outcomes of the screening and any next steps to be taken. This may include further evaluation(s) or referrals to other community services.

Vision, Hearing, and Dental Screenings

One of the important functions of a school health program is to promote student health through early identification and detection of health problems that may result in a disability and/or interfere with learning. A general vision, hearing, and dental screening program is a process that allows designated trained persons to screen large numbers of students in a short period of time for the purpose of identifying vision, hearing and /or dental problems. Screening is not diagnostic.

New Mexico Legislation requires students in Pre-Kindergarten and Kindergarten be screened for vision, hearing, and dental. These screenings are done at the start of each school year, and for new enrollees throughout the school year. If your student has difficulty passing the screening, you will be notified by the school Nurse. If you do not wish for your child to participate in these yearly screenings, please notify the nurse.

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

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

The Eagle Nest Elementary Middle School Nurse works to help keep students healthy and in school. The nurse administers medication, keeps health records, and performs vision and hearing screenings. The school nurse is also 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 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 100 degrees F or higher may return to school when they are fever-free for 24 hours without fever-reducing medication. The school nurse 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.

Immunizations

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

If a parent/guardian 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. You are required to have it notarized and resubmitted on an annual basis. Information is reported to the State Department of Health. All parents should know that there may be some children in preschool who are not immunized for health or religious reasons.

Allergies/Health History

Please notify your child's teacher and the school nurse of any food or other allergies and any health risks (asthma, seizures, etc.). It is important that you let the teacher and school nurse know of any changes in your child's health.

Medications

A registered school nurse is on staff at Eagle Nest. Medication will only be allowed at school when a failure to take medication could jeopardize the student's health and/or educational abilities. Medication should be limited to students with long-term chronic illness or disability. Any other type of medication should be given by the parents, either before or after school hours. If a student must take medication at school, the following are required:

- Parent or guardian must provide a completed Physician Order and Medication Authorization Form, or appropriate chronic illness action plan (allergy, asthma, cardiac, diabetes, or seizure) signed by the child's doctor before medication can be administered. Forms can be picked up at school. (Parents may come to school to administer medications until forms are brought to school).
- Medication brought to school must be in a container labeled by the pharmacy or the doctor, including the date of the prescription.
- No over the counter medicines are allowed at school without a Physician Order and Medication Authorization Form completed by the child's doctor and returned.
- Students who are placed on antibiotics by their physician must remain at home for the first 24 hours of medication.
- At the end of each school year, parents/guardians should pick up medications. Medications not picked up will be discarded.
- A new Physician Order and Medication Authorization Form or Action Plan must be completed each 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.

School Safety

Weapons Policy

Eagle Nest Elementary Middle School has a weapons policy in an attempt to protect students and staff in our schools. Eagle Nest 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. **No weapons of any kind are allowed at Eagle Nest Elementary Middle School or at any school event.**

Substance Abuse Policy

Eagle Nest Elementary Middle School believes a caring environment is essential in preventing students from becoming involved with harmful substances. Students at Eagle Nest will have the opportunity to develop a positive self-image and achieve their maximum potential in an atmosphere free of substance abuse.

Eagle Nest Elementary Middle School staff and administration recognize that health problems of the youth are primarily

the responsibility of the home and community, Eagle Nest will provide appropriate resources for 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, Eagle Nest supports a policy which prohibits students from using, possessing, or distributing alcohol and/or other harmful or illegal substances on school property, at the bus stop or school activities. Students who violate this policy shall be subject to the full range of school 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 within Eagle Nest Elementary Middle School buildings, 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.

Video Surveillance

For the security of our students within the premises of Eagle Nest Elementary Middle School, surveillance cameras are in common areas throughout the campus.

Bullying

Hazing/Harassment/Intimidation/Bullying/Menacing will not be tolerated at Eagle Nest Elementary Middle School and will be dealt in a serious manner. The entire staff is required to report bullying incidents. Our school social worker provides guidance lessons as requested.

Safety Drills

Administrators conduct periodic drills at Eagle Nest Elementary Middle School to teach children what to do in the event of a fire, tornado, or crisis situation. Teachers and students practice proper procedures regularly to ensure preparation in the case of emergency. Parents are encouraged to cooperate with law enforcement and school officials during school emergencies to ensure the safety of all students and staff. Routine school procedures may change during an emergency. Emergencies could include: fire, lockdowns, shelters-in-place, bus accidents, severe weather, disturbances in the adjacent neighborhoods, and more. Please make sure emergency information is correct complete and current on your child's school records. When you move, change phone numbers, or change emergency contact names, contact the school immediately.

The following drills will take place periodically throughout the school year. The purpose of the drills is to practice safety protocols, so students know what to do in the event of an emergency situation.

Lockdown: Lockdown is called when there is a threat or hazard inside one of Eagle Nest Elementary Middle School buildings. 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 Eagle Nest or emergency dispatch might call for a Lockdown:

- Dangerous animal within one of School of Dreams Academy s buildings
- 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 in Place: Shelter in Place is called when the need for personal protection is necessary. Training should also include spontaneous events such as a tornado, earthquake, or airborne irritants. Some examples of Shelter conditions are:

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

Releasing Students: Upon arrival to designated pickup points, parent(s), guardians, and personnel authorized to receive students will check in with the administrator(s)/coordinator with the attendance/check out sheet. A release form must be signed by any authorized person picking up a student.

Ancillary Staff in the Classroom

In order to help children with special needs, Eagle Nest Elementary Middle School employs speech and language therapists, occupational therapists, physical therapists, and a social worker. Their presence in the classroom provides a natural environment in which all the children can learn new skills in the way they use their bodies to move and the way they use language to communicate their wants and needs. Children with special needs may also be seen on a pull-out basis outside of the preschool classroom. These professionals meet regularly with your child's classroom teacher to plan classroom activities.

Individualized Educational Plan (IEP)

Parent(s)/Guardian(s) are to attend all IEP meetings and will participate by providing school personnel with any information that will assist in planning an effective educational plan for the child. School representatives will provide facts from testing results and provide guidance through the IEP to ensure a clear understanding of the process.

Once an IEP is in place for a child, teachers immediately implement the modifications stated on the IEP to support the learning needs of the child. The PreK program is designed to be inclusive in addition to providing opportunities for peers to be role models in our preschool classrooms.

The following early childhood programs work collaboratively to ensure all children participate in developmentally appropriate learning opportunities.

PROFESSIONAL GROWTH DEVELOPMENT

License and Education Levels

New Mexico PreK teachers and paraprofessionals (educational assistants) are required by the state of New Mexico's Public Education Department to have a degree in Early Childhood Education (ECE). All classroom teachers must hold a current New Mexico ECE teaching license and paraprofessionals must have an Associate Degree in ECE. Any teacher or paraprofessionals without these credentials must currently be enrolled in classes.

Continued Professional Training Opportunities

New Mexico PreK requires teachers and paraprofessionals to attend trainings on current topics to ensure best practices are being utilized to teach our young students. In addition, PreK staff at Eagle Nest Elementary Middle School must participate in Professional Learning Communities (PLC). Staff members who exhibit expertise in specific areas often provide modeling and professional development for colleagues.

Individual Professional Development Plans

Administrators, teachers, and paraprofessionals are required to design an Individual Professional Development Plan each year. The plans must have an overall goal and specific short-term objectives outlining the steps they will take to accomplish their goal and improve as educators.

Student Records and Student Rights

Student Records (FERPA)

NOTIFICATION OF RIGHTS FOR SCHOOL OF DREAMS ACADEMY PREKINDERGARTEN, ELEMENTARY, AND SECONDARY STUDENTS

2024-2025 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 Eagle Nest Elementary Middle School's Principal receives a request for access. Parents or eligible students should submit to the School of Dreams Academy's 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 School of Dreams Academy 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 governing council. 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. Eagle Nest Elementary Middle School 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. Eagle Nest Elementary Middle School 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 Eagle Nest Elementary Middle School 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 Eagle Nest Elementary Middle School to include this type of information from student education records in certain school 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

For the 2024-2025 school year, Eagle Nest Elementary Middle School has designated the following information as directory information:

1. Student's name,
2. Grade in school,
3. Eligibility and participation in officially recognized activities, including but not limited to fine arts exhibits, performing arts programs, other performances, and cultural events,
4. Honors and awards received,
5. Yearbooks; and
6. Identification in print, electronic or visual media, including photographs, videotapes, and video images, depicting school programs or activities.

In addition, two federal laws require Eagle Nest Elementary Middle School 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 Eagle Nest Elementary Middle School 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 Eagle Nest Elementary Middle School front office 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.

Custody Issues

Parent/guardian shall be given reasonable access to their children at Eagle Nest Elementary Middle 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.

Eagle Nest Elementary Middle School will remain neutral in custody cases and will rely on parental agreement or court documents in honoring parental requests. Eagle Nest Elementary Middle School 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 is 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,
 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. Eagle Nest Elementary Middle School 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. School of Dreams Academy will directly notify parents of these policies at least annually at the start of each school year and after any

substantive changes. School of Dreams Academy 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.

Eagle Nest Elementary Middle School will make this notification to parents at the beginning of the school year if the Eagle Nest Elementary Middle School 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

