

Welcome to Grand Heights

2302 West Grand

Artesia, NM 88210

575-746-6282 / 575-746-1291 (fax)

www.bulldogs.org/grandheights

Parent Information Handbook

Dear Parents,

The kindergarten program should provide a smooth transition from home to school. Our goal is to create a pleasant learning environment where students are active participants in the learning process. The teacher will provide a wide variety of learning experiences that incorporate teaching methods other than just paper and pencil activities.

Our program is planned as a preparation period to equip each child to meet new situations and to work both independently and with others.

Preparation for all school subjects begin in kindergarten, through activities and experiences related to language, reading, numbers, science, history, geography, art, physical education and music.

We wish to give our students readiness for success by helping them to "learn how to learn" and by giving them a desire to know more. Importance is placed on building a child's self-esteem and their self-confidence to learn will be enhanced during their kindergarten year.

It is our goal that each student who completes kindergarten will feel a strong sense of self-worth, and will develop into a well-rounded person both socially and academically.

Let's work together to give your child a wonderful first experience at school.

Mrs. McCaleb

Grand Heights Staff

Principal	Mitzi McCaleb	746-6282 Ext. 4531	mmccaleb@bulldogs.org
Office	Caryle Goss	746-6282 Ext. 4528	cgoss@bulldogs.org
Office	Christi Shearman	746-6282 Ext. 4529	cshearman@bulldogs.org
Social Worker	Pat Ledezma	746-6282 Ext. 4536	pledezma@bulldogs.org
Nurse	Kathy McCombs	746-6282 Ext. 4530	kmccombs@bulldogs.org

<u>Kindergarten Teachers</u>	<u>Room#</u>	<u>Extension</u>	<u>Email</u>
Tracy Allen	208	4502	trallen@bulldogs.org
Tammy Anderson	307	4521	tanderson@bulldogs.org
Kayla Cardwell	206	4516	kcardwell@bulldogs.org
Diana Harvey	304	4504	dharvey@bulldogs.org
Stephanie Ivy	209	4519	sivy@bulldogs.org
Kenzie Jackson	214	4523	kjackson@bulldogs.org
Jeanette Johnson	204	4514	jjohnson@bulldogs.org
Jessica Martinez	205	4515	jmartinez@bulldogs.org
Stacy Mitchell	302	4518	smitchell@bulldogs.org
Judy Orosco	203	4513	jorosco@bulldogs.org
Candice Rodriguez	207	4517	crodriguez@bulldogs.org
Tammy Ross	306	4506	tross@bulldogs.org
Cindy Starkey	212	4522	cstarkey@bulldogs.org
Dania Vega	211	4512	dvega@bulldogs.org
Felicia Velasquez	210	4520	fvelasquez@bulldogs.org

Dina Williams	305	4505	dinawilliams@bulldogs.org
Donna Williams	301	4501	dwilliams@bulldogs.org
LeAnn Wilson	303	4503	lwilson@bulldogs.org

<u>Art Teachers</u>	<u>Room#</u>	<u>Extension</u>	<u>Email</u>
Margaret Bustamante	201	4546	mbustamante@bulldogs.org
Valerie Vaughn	201	4546	vvaughn@bulldogs.org

<u>PE Teacher</u>			
Breanne Naylor	GYM	4537	bnaylor@bulldogs.org

<u>Bilingual Teacher</u>			
Karla Chavez	101	4539	kmchavez@bulldogs.org

<u>Title Teacher</u>			
Jennifer Taylor	102	4543	jtaylor@bulldogs.org

<u>Instructional Aide</u>			
Beth Conklin	102	4543	bconklin@bulldogs.org
Lily Flores			ldflores@bulldogs.org

<u>Diagnostician</u>			
Cari Jowers		4524	cjowers@bulldogs.org

<u>SPED</u>			
Judy Henderson		4538	jhenderson@bulldogs.org

<u>Speech Pathologist</u>			
Tiffany Hall		4547	thall@bulldogs.org

<u>Cafeteria Manager</u>			
Christy Weiler		4534	cweiler@bulldogs.org

Bell Schedule

7:45-8:10	Students arrive at school. All students will go directly to the playground
8:10	First Bell rings for students to come into building
8:15	Tardy Bell
8:20	Breakfast is served in the classrooms.
9:30	#1 Morning Recess
10:00	#2 Morning Recess
11:30-11:55	#1 Lunch (9:30 Recess Group)
12:00-12:25	#2 Lunch (10:00 Recess Group)
2:55	Students riding the bus are escorted to the bus area
3:05	Students being picked up are escorted to either the gym (Red hall) or cafeteria (Blue hall)

#1 Recess (9:30) #1 Lunch (11:30)

Allen (Frog)

Vega (Pony)

Ross (Lion)

Wilson (Elephant)

Cardwell (Fox)

Orosco (Cheetah)

Donna Williams (Turtle)

Jackson (Moose)

Martinez (Bee)

Dismissal Red Hall (Gym)

Rodriguez Allen Cardwell

Ivy Velasquez Vega

#2 Recess (10:00) #2 Lunch (12:00)

Rodriguez (Penguin)

Ivy (Bear)

Harvey (Happy Hippo)

Velasquez (Duck)

Johnson (Raccoon)

Mitchell (Monkey)

Anderson (Kangaroo)

Starkey (Owl)

Dina Williams (Dolphin)

Dismissal Blue Hall (Cafeteria)

Harvey Dina Williams Wilson

Ross Mitchell Anderson

Starkey Orosco Johnson Donna Williams
Martinez Jackson

Attendance

Kindergarten is mandatory in New Mexico. Your child should attend regularly unless he/she is ill. A telephone call is necessary when the child is absent. The office phone number is 746-6282. Ask for Mrs. Shearman when you call, she is responsible for keeping our attendance records. School board policy requires a written, signed excuse for each absence. The policy also requires that after 10 consecutive days of unexcused absence a child be dropped from the classroom roster.

Tardy Procedure

Punctuality is VERY important. We believe every child should establish the habit of reporting to school on time. Grand Heights will provide supervision beginning at 7:45 am. It is very important that your child is in class by 8:15 am each morning, as students who consistently arrive late will often experience problems in school. If your child does arrive late, YOU MUST escort him/her into the building, sign in, and notify Mrs. Goss or Mrs. Shearman. Under no circumstance will a child come into the building alone after the 8:15 tardy bell.

Breakfast and Lunch

Breakfast	No charge for breakfast in the classroom
Lunch	\$2.75
Reduced	\$.40
Adults	\$4.00
Milk	\$.40

Pre-payment for cafeteria lunch and milk is necessary. We encourage parents to pay for multiple days of lunch. They may be paid for by the week, month or on a semester basis. Lunch and milk money needs to be given to the classroom teacher. Students may also bring lunches from home and purchase milk at school.

*Please send money/checks to school in a sealed envelope that states:
Student First and Last Name*

Amount Enclosed
Teacher Name

STUDENTS ARE NOT ALLOWED TO CHARGE LUNCHES.

Menus are posted in the office and in each classroom. They are also broadcast on KSVP 990 daily at approximately 7:30 AM, and can be found listed in the Sunday edition of the Artesia Daily Press. You may also check our website at www.bulldogs.org for the lunch/breakfast menu.

Applications for free/reduced lunch are given to each student during the first week of school. The applications can be picked up in the office throughout the school year.

Transportation

Bus Students:

Children riding the bus home at the end of the school day will be loaded by school personnel. To ensure your child's correct delivery, your child's bus number will be taped to a strap on your child's backpack. Please keep this information on the strap for the remainder of the school year.

Morning Drop Off:

Staff will be located in the front of the building from 7:45 – 8:10 to assist with student drop off. Allow staff to open car doors for student exit. Once the students exit the vehicle they will enter the building and go directly to the playground.

If you are walking your child in, please park in the East or West parking lot designated for parents and walk them to the front doors of the school. For the safety of all students, we do not allow parents to walk students to their classrooms or to the playground. Thank you for your understanding and cooperation with this policy.

Afternoon Pick Up:

Parents picking up students at the end of the school day need to meet in either the gym or cafeteria. Blue hall teachers will dismiss from the cafeteria and Red hall teachers will dismiss from the gym. Your child's teacher will provide more specific instructions.

A child will not be allowed to leave with anyone unless they are listed on the contact sheet. Please keep the school updated on any changes you may have throughout the school year.

Security Vestibule

Starting with the 2015-2016 school year, ALL schools in the Artesia Public School district have incorporated a security vestibule to add to the safety of our students. Grand Heights' security vestibule is located just inside the main doors of our school. All outside doors to the school are locked daily with the exception of the outside main doors. The inside vestibule doors are locked to ensure security to our school. We realize that this is a new experience, but hope that you will understand and agree that this extra level of security is in the best interest of our students. To that extent, the following are the procedures of the security vestibule and entry/exit from our school.

- 1) The vestibule doors will always be locked during school hours.
- 2) Parents may NOT walk their students to class. Please help us by walking them only to the inside door of the security vestibule
- 3) Students will only be picked up in the afternoon in the designated pick up areas only. You will not need a visitors pass to wait in either the gym or cafeteria to pick up your child. We strongly encourage parents to not check their students out of school early. If a student must check out early, please make arrangements to do so before 2:30, otherwise please plan for students to be in school until 3:05.
- 4) On days that we have school assemblies, class parties or other special events, we will post a staff member at the vestibule door to assign visitor badges before they enter to speed up the check in process.

Thank you in advance for your consideration and cooperation with this procedure. It is one more way that we are striving to create the safest and best educational experience for our students.

Visitors

We encourage you to participate in the education of our students and welcome you in our building. You are also invited to eat lunch with your child (**with the exception of the first two weeks**) **Our teachers and staff are working hard to establish lunch procedures and cafeteria rules. You may start eating lunch with your child on September 6th.**

If you desire to do so, call the school office by 9:00 am so we can include you in our lunch count. However, to ensure the safety of all students, ALL visitors must check in at the front office. If you are going to travel to any area inside of the building other than the waiting area, you **MUST** receive and wear a visitor pass. ALL visitors must wear that visitor's pass in the building and fill it out with complete information.

Gates and Doors

From 7:45 am to 3:20 pm all gates and doors to Grand Heights (with the exception of the front doors to the office) will be locked to help ensure the safety of all of our students. A single gate to the playground on the West side of the building will be unlocked from 3:30 pm to 7:45 am for community use.

Parent Communication

We encourage parents/guardians to communicate with our staff via in-person meetings, telephone call, text messages and email. However, to ensure that we are not interrupting instruction, any phone calls to teachers from 8:15-3:05 will be answered by our office staff and then transferred to that teacher's voicemail. We appreciate your cooperation on our efforts to minimize disruptions in the classroom.

Parent/ Teacher Conferences

There will be two parent/teacher conferences during the year. Our first parent/teacher conference is October 21, 2016 and the second parent/teacher conference day is March 10, 2017. Each teacher will set up appointments with parents to discuss your child's report card, as well as his/her social progress in school. If you have any questions or concerns throughout the school year, please feel free to contact your teacher to schedule a conference.

Behavior Management

Grand Heights' families and staff are responsible for knowing and following school expectations and guidelines. Students need to understand acceptable behaviors and recognize behaviors that are not acceptable at school. Our hope for your child at Grand Heights is that he or she maintains appropriate behavior for a smooth, successful year of Kindergarten.

Positive Behavioral Strategies:

- Use praise and encouragement
- Set clear classroom and school wide rules and review on a regular basis
- Provide children with alternative choices and redirect inappropriate behavior
- Set high expectations and stress importance of a safe environment

Examples of Inappropriate Behavior:

- Bullying including name calling and teasing
- Throwing rocks on the playground
- Hitting, pinching or kicking others
- Spitting on others
- Using inappropriate language
- Weapons of any kind
- Biting and physical fighting with others

Order of Consequences for Inappropriate Behavior

- 1) Teacher redirects the inappropriate behavior
- 2) Teacher uses classroom management (See teacher for specific classroom rules)
- 3) Teacher calls parent/guardian
- 4) Child conferences with the Principal
- 5) Principal chooses appropriate consequences corresponding with inappropriate behavior.

Student Health

Our staff is committed to maintaining a healthy environment that will enhance the learning and well-being of all students at Grand Heights. All students entering an APS school for the first time must present a certificate showing immunization against: Diphtheria, Tetanus, Pertussis, Polio, and

Measles (Rubeola and Rubella). It is against New Mexico State Law for a student to attend class who is not current on his/her immunizations.

Mrs. McCombs, our school nurse, is at Grand Heights from 8:00- 3:20 Monday – Friday with the exception of Wednesdays when she is available from 8:00-10:30 am.

She conducts vision and hearing screenings at the beginning of the school year. She cannot diagnose any illnesses, but is very helpful with any concerns you may have.

Accidents

Should a student be involved in a serious accident, the school makes every effort to contact a parent immediately. It is extremely important that we have **CURRENT EMERGENCY CONTACT INFORMATION**. Office personnel will call 911 only in a situation deemed appropriate by the nurse or principal. Please stress the importance of reporting school-related injuries to the nurse, principal and teacher.

Illness

In an effort to provide a healthy environment for all students, the nurse 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 the student. Any student who has experienced a fever, persistent cough, vomiting, and/or diarrhea within 24 hours of the school day needs to be carefully evaluated before coming to school. If your student is not fully recuperated from an injury or illness, please keep him/her at home.

Medication

APS policy regarding medication states that no one on the school staff, except the nurse, may administer medication to students. In the absence of the nurse, the principal supervises the administration of medication to the student. Forms signed by the student's doctor are required for a student to receive any prescription medication. All medications are kept in a locked cabinet in the nurse's office.

Field Trips

Field trips provide an excellent educational experience for students. Parents are invited to assist and participate on field trips. Parents and other children may not ride school buses; therefore they must use private transportation.

Time and date of all classroom field trips will be arranged by each individual teacher.

Student Insurance

All schools make available to each student a health and accident policy to protect the child against accidents while at school or traveling to and from school. The cost is nominal. A student insurance form will be given to each child the first week of school.

Speech and OT Services

Our staff at Grand Heights includes a speech therapist and an occupational therapist, who will work with children experiencing delays in speech, hearing and motor skills.

All children will be screened at the beginning of school, and you will be contacted if special services are recommended for your child.

Emergency Drills

We will have fire drills once each week during the first four weeks of school and one each month thereafter. We strive to teach each child the importance of these drills and encourage the parents to have fire drills at home. Additionally, drills for other possible emergency situations (including “lock-down” procedures) will be held each nine weeks.

PTO

Grand Heights has an active Parent Teacher Organization. Every year they provide programs and support that enhance the school goals and help to create a positive climate for learning. Grand Heights PTO sponsors an annual “Gas Raffle” fundraiser. The proceeds from this event are used to purchase items for the school and its students. As a parent, grandparent, or guardian of a child attending Grand Heights, you are invited to join the PTO. Meeting times and locations will be posted on the school website and sent

through the REMIND app set up for PTO by Mrs. McCaleb. For more information, please contact the school.

Common Core Standards

During the 2012-2013 school year, the Artesia Public School District began implementing the Common Core Standards. These standards for Kindergarten are very important. They lay the foundational skills upon which all further learning in school rests, and will also assist your child to learn skills that will help them to be successful in college or in a career. Therefore, our schools expectations for our students have become more rigorous. We would like to make the following recommendations to assist your family to prepare your child to meet the demands of our Kindergarten Common Core Standards.

- 1) Read daily to your child. Have conversations about what you read, and ask your child questions concerning details in the story. Help them to identify the front cover, how to hold a book correctly and model the direction in which pages are turned.
- 2) Practice naming letters, both uppercase and lowercase letters. Buy or make flashcards and practice them with your child 5 minutes a day.
- 3) Practice naming numbers 0-20. Buy or make flashcards and practice with your child 5 minutes a day.
- 4) Help your child to practice writing their name. Please begin it with a capital letter followed by lower case letters.
- 5) Allow them to solve their own problems independently. Encourage them to try different solutions through trial and error.
- 6) Model mathematics (addition and subtraction) with food and other familiar objects around the house. (For example: I bought 5 apples, and you ate 1 apple, how many apples do we have left?)
- 7) Encourage them to draw/write stories on paper. Ask them what they wrote, and encourage them to add detail to their pictures.

- 8) Compare numbers of objects. Identify whether there are more, less than or equal to another number.
- 9) Practice building shapes with tinker toys or with balls of play dough or clay and sticks. Have your child describe the shape,
- 10) Practice counting to 100.

Assessments

<u>Assessment</u>	<u>Grade</u>	<u>Cycle 1</u>	<u>Cycle 2</u>	<u>Cycle 3</u>
Istation ISIP	K-3	First 15 Days of School	Jan 9-20	May 1-20

Purpose

Individually administered measures of student early literacy skills
 Monthly Progress Monitoring for students scoring at ISIP Tier 2 or 3

*See complete APS Assessment Calendar at www.bulldogs.org

Kindergarten Observation Tool (KOT)

The Public Education Department (PED) has developed an observation-based assessment tool that will be used as children enter kindergarten. For the past seven years, Pre-K teachers in New Mexico have been administering a similar assessment tool and using the results for curriculum and instructional planning. Because this effort has been so well-received by educators and families, the KOT will incorporate many elements of the New Mexico Pre-K Observational Assessment.

Teachers will use a rubric rating system to observe student behaviors and skills in the natural classroom and school environments. Six developmental domains will be observed via the KOT process, giving the teacher a well-rounded view of the whole child that will allow teachers to better meet student’s individual needs.

The six developmental domains are as follows:

- Physical Development, Health, and Well-Being
- Literacy
- Numeracy

- Scientific Conceptual Understanding
- Self, Family, and Community
- Approaches to Learning

The administration of the KOT will be funded for all New Mexico kindergarten students by the PED with state-wide implementation in Fall 2016 and K-3 Plus kindergarten students participating at the beginning of the K-3 Plus summer program.. All assessment processes are in keeping with the National Research Council's recommendations on early childhood assessment. Because the KOT will be used for all children entering kindergarten, special steps have been taken to ensure it is appropriate for use with New Mexico's diverse student population and that it contains culturally sensitive content. This observation tool allows for students to respond in their home language.

Grand Heights will be sending information home during the first week of school giving specific information on the KOT. You can view other documents regarding the KOT on the PED website.

www.ped.state.nm.us

Click on the A-Z Directory Tab

Parents as Partners in Educational Success

Getting off to a good start in school takes a joint effort. Our teachers, administrators, and specialists are trained to help your child but we need your help too.

Parents play a key role in a child's educational success. Please make every effort to read the information your child brings home. Show your child that learning is fun by doing suggested activities at home that reference what your child is learning at school. The more they practice, the faster they learn. Talk to them about letters, sounds, numbers, colors, shapes, etc. and how important learning is to them.

Here are some things that you can provide to help your child have a successful year:

- Plenty of rest – children need 10-12 hours of sleep

- Good grooming – baths and clean clothes make children feel good about themselves and give them confidence with others
- Encouragement of reading time equally balanced with play, TV and chores
- Encouragement of participation in group activities such as scouting, church youth programs, sports, etc.

**Grand Heights
School Events Text Message**



**If you would like to receive text messages from
Mrs. McCaleb on upcoming school events & related topics**

Please send a text to

81010

Text the message

@ghpa1617

**There will be a prompt to enter your name to join Grand Heights
Parents 16-17**

**After entering your name, you will receive another text asking you to
save that number as the contact for Mrs. McCaleb/Grand Heights
Parents 16-17**

We look forward to having your child at Grand Heights this year ☺

Mrs. McCaleb

