

Redmond Early Learning Center Family Handbook 2019-2020



RELC FRONT OFFICE TEAM:

- Principal- Desiree' Margo- desiree.margo@redmondschools.org
- Student Services Coordinator- Lisa Flora- lisa.flora@redmondschools.org
- Office Manager- Jodie Greener- jodie.greener@redmondschools.org
- Attendance & Registrar Secretary- Shalene Gustafson - shalene.gustafson@redmondschools.org
- Nurse- Courtenay Sherwood- courtenay.sherwood@redmondschools.org
- Counselor- Ansel Evans- ansel.evans@redmondschools.org
- Family Access Network (FAN)/Family Liaison Maria Mendoza- maria.mendoza@redmondschools.org

CONTACT

Address: 2105 W Antler Ave., Redmond, OR. 97756

Phone: 541.923.8900 **Office Hours:** 8:00 a.m. - 4:00 p.m. **Webpage:** <http://relc.redmondschools.org/>

Follow the center on [Facebook](#)

REDMOND EARLY LEARNING CENTER-The goal for the early learning center is that it becomes a hub where children from birth through age six and their families can access the early learning and developmental opportunities and supports that enhance their ability to succeed.

RELC partners include:

- Healthy Beginnings- Redmond Screenings occur at RELC
- Family Access Network (FAN)
- Start Making a Reader Today (SMART)
- Deschutes County Public Library (DCPL)- Toddler Storytimes and Storytimes in PreK and all K classes each month
- Deschutes County Mental Health

- High Desert Education Service District (HDESD)
 - Early Childhood Special Education (ECSE)
 - Juntos Aprendemos
- Redmond Proficiency Academy (RPA) , Redmond High School (RHS)
- Champions Before and After School Programming
- REACH- bus delivers and picks up students daily during arrival and dismissal
- Family Resource Center (FRC)- Evening Parenting Classes

SCHOOL HOURS AND SCHEDULES

- RELC Office Hours- 8:00-4:00
- Regular School Day- 9:10 am to 3:15 pm
 - Arrival 8:50-9:10
 - Dismissal @ 3:15
- School Improvement Wednesday (SIW) 9:10 am to 2:15 pm
- The Tardy Bell rings at 9:10 am
- Morning supervision begins in classrooms at 8:50 am
- Breakfast in classrooms begins at 8:50-9:10
- Students are marked tardy after 9:10 am
- At 9:10 the school day begins and parents exit classrooms unless volunteering

Title IA PreKindergarten Schedule -Monday, Tuesday, Thursday, Friday **No PreK on Wednesdays

- AM Session begins at 8:30 a.m. and concludes at 11:30 a.m.
- PM Session begins at 12:30 p.m. and concludes at 3:30 p.m.

HDESD PreKindergarten Schedule -Monday, Tuesday, Thursday, Friday **No PreK on Wednesdays

- AM Session begins at 8:20 a.m. and concludes at 10:50 a.m.
- PM Session begins at 12:20 p.m. and concludes at 2:50 p.m.

BEGINNING OF THE SCHOOL YEAR FOR KINDERGARTEN STUDENTS- "STRONG START"

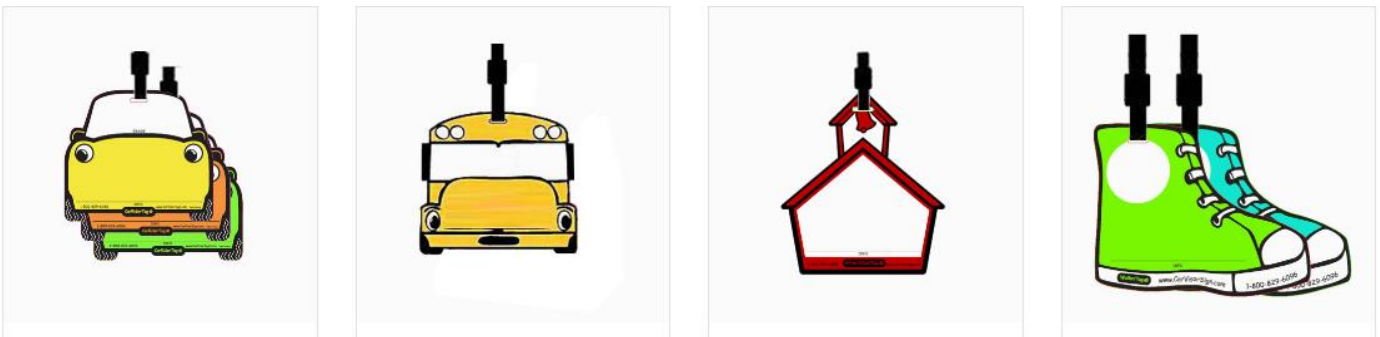
- August 27 -28 -Kindergarten Assessments and Family Orientation (this information helps our team place your child the "best fit," classroom.)
- August 30- Your child's teacher will call you to schedule a Family Visit/Home-visit.
- September 3-6 -Home Visits- teachers visit students' homes or meet with families at RELC. The purpose of the visits is to meet the child and family in a comfortable location to begin building positive relationships with families and hear about your hopes and dreams for your child.
- September 9, 10,11 Camp Kindergarten-Camp Kindergarten helps students get comfortable coming to school as only 1/3 of the class attends each day. Sometimes teachers recommend a change in class placement after having the opportunity to see students interact with each other. If this is recommended, the teacher will call with both the change and why the change is being recommended.

- Mrs. Margo hosts a Boo Hoo Breakfast for parents on each Camp Kindergarten Day from 9:15-10:00. Once your child is settled into their classroom, come and join Principal Margo in the Family & Community Room. She will have goodies and some tissue available too!

TRANSPORTATION TO AND FROM RELC

YOUR CHILD'S SAFETY IS OUR PRIORITY. We have developed a very detailed transportation plan for the center. Thank you for your patience during arrival and dismissal ahead of time!

ALL students will have a **TAG** on their backpack that identifies their dismissal plan: Car, Bus, After School Program (Champions at RELC). The TAG will include the following information: **Student Name with photo, dismissal plan (bus, car, after school program)** Guardian vehicles will also have a Visor TAG with the same information as the child's Car Tag.



Personalized Transportation Plans- The office will communicate with parents to develop this plan. All changes in transportation plans must be done through the office at RELC. Changes in transportation will take one week to process. **THE ONLY ALTERNATIVE END OF DAY PICKUP CHANGE IS A PICK UP AT RELC.**

Kindergarten Parent/Guardian Identification- Your child's safety is our priority. Parents and guardians will be given lanyards to wear that identify them as a K parent. Students are only released to an approved contact.

COMING TO SCHOOL

- **Buses-** Buses unload at the FRONT OF THE SCHOOL (Antler Entrance) and ALL students enter at the Blue Wing door and head directly to their classroom.



- **Walker to 1st gr. Boundary school bus stop to access RELC Shuttle Bus**
 - RELC student arrives at 1st Gr. Boundary school with either a guardian or a sibling.
 - Guardian or sibling must stay with K student (in the bus pick up zone) until they board the Shuttle bus to RELC.
 - **Bus rider to 1st gr. Boundary school**
 - RELC student gets on the bus at designated bus stop. Bus stops at in-town school to let off 1st-5th students. RELC student stays on the bus and the next stop is RELC.
- **Walkers**- access the Green Wing door and head directly to their classroom.
 - **Cars-"Drive through,"** drop off at the BACK of the school (19th & Rimrock) and enter through the Green Wing Door and head directly to their classroom.

During Arrival (8:50-9:10), parents are welcome to bring students to their classroom. **All parents must be wearing a parent badge or sign in at the office to get a visitor sticker.** Once the 9:10 bell rings, instruction begins and parents leave (unless they are volunteering or the teacher has made special arrangements).

GOING HOME FROM SCHOOL

- **Buses**-Buses load at the FRONT of the school - (W. Antler). Students wait in the gym until their bus arrives and then are walked to the loading area. Bus tags are checked daily for each student to ensure they load the correct bus.
- Buses arrive at in-town schools
 - Students on "Shuttle," get off the bus and meet designated guardian. Each school has a designated Kindergarten Supervisor who makes sure that guardians pick up students. If a guardian does not pick up student, the student will go into the office and a parent will be called.
- Students riding buses all the way home, load their bus, arrive at their boundary school, stay on the bus while older siblings get on the bus and continue to designated bus stop as usual.
- **ALL GREEN WING students getting picked up at school.** - Parents and Guardians Enter at 19th/Rimrock and park. Meet students at the **gate outside the GREEN WING.** **Parents must have their Parent Badge to pick up their student.**



- **Cars-**

- **BLUE and MAGENTA WINGS** Enter at 19th/Rimrock and access the *Service Road that goes behind the school to the designated pick up*- the cafeteria landing (West Side). Students load cars and exit at W Antler Ave. If you have a child in the **MAGENTA OR BLUE WINGS** and you are walking to RELC, you will pick up your child in this same area.



STUDENTS PICKED UP EARLY FROM SCHOOL

- At RELC, we are very protective of learning during the school day. Due to this, we discourage appointments for students during school hours. Whenever possible, please arrange appointments after school. *Early Release Wednesdays (SIW) are good days to schedule appointments as students are dismissed at 2:15. Thank you!*
- If it is necessary to take your child from school during the school day, a parent/guardian must sign them out at the office window when they leave and sign them back in at the office window when they return.

SCHOOL IMPROVEMENT WEDNESDAY (SIW)- EARLY RELEASE 2:15

SIW supports professional development for teachers so we can ensure that instruction is highly effective and all students are successful. SIW will begin on Wednesday, September 13th and continue on every Wednesday for the rest of the year. The Wednesday Early Release schedule is as follows:

- 9:10 a.m. to 2:15 p.m.

EMERGENCY CLOSURES-The district has an automated phone alert system. You will be notified through this system if there is a school closure. Please be aware that until you pick up, it will keep calling you. Area radio stations and the local TV station will generally announce by 6:00 a.m. if there are any Redmond School District school cancellations or delays. If no announcement is made regarding a school cancellation or delay, schools are open! If a delayed start is announced, then school will begin at 11:10.

RELC SAFETY AND SECURITY

- Once the school day starts and until it ends, the only accessible entrance is the **FRONT W Antler Entrance**. The North Entrance door will unlock at 3:15 pm. ALL visitors are required to sign in at the secure office window prior to being admitted into the school. ALL visitors need to wear either their lanyard or a visitor sticker
- **To ensure the safety of our students, when a visitor is checking in, our office staff will ask for an ID from anyone they do not know or recognize. Students are released only to a parent or guardian.**
- **The school office must receive a note from the parent/guardian in order to release a child to a family member or friend whose name does not appear on the emergency pickup list. PLEASE KEEP THIS VITAL INFORMATION UP TO DATE!**
- **Large events: assemblies and classroom events- all guests need to sign in and wear a visitor sticker or K Parent Lanyard.**

Doors and Gates-All outside doors and perimeter fence gates are locked at 9:10 am and unlocked at 3:15 pm, except on SIW Wednesdays (2:15pm). Surveillance cameras film various locations. A sign outside the door indicates that there is a surveillance camera and directs all visitors to sign in at the office.

Emergency Drills- Each classroom teacher will practice the following drills, both in building and at recess: Fire, Earthquake, and Intruder. Emergency drills are a State requirement and practiced once a month.

CONFERENCES AND GRADE REPORTING-The Redmond School District is on a 2 semester grading period. Conferences occur in November and March. Report cards occur in January and June. Our partnership with parents helps students succeed. If parents have questions or concerns about their student's progress at any time during the school year, please contact the teacher to arrange a conference.

ANNUAL STATE KINDERGARTEN READINESS ASSESSMENT -Students will participate in the annual State Kindergarten Assessment in September.

REGULAR ATTENDANCE-Regular and on time daily attendance is so important!! Did you know that irregular attendance and tardiness during the Kindergarten year are the primary factors associated with student academic failure and inability to graduate from high school? Students who miss an average of 10 days within a year fall behind and are unlikely to catch up. We want to partner with you to make sure your child is at school every day!

Here is the state policy regarding regular attendance that we are required to enforce:

- **Parents:** Please be aware of State policy regarding your child's mandatory attendance. (1) In estimating regular attendance for purposes of the compulsory attendance provisions of ORS 339.005 to 339.030, 339.040 to 339.125, 339.137, 339.420 and 339.990, the principal or teacher shall consider all unexcused absences.

- (1) Four entire or eight one half day absences in any four-week period during which the school is in session shall be considered irregular attendance.
- (2) An absence may be excused by a principal or teacher if the absence is caused by the pupil's sickness, by the sickness of some members of the pupil's family or by an emergency.
- (3) Students whom are absent 10 consecutive days will be dropped from the enrollment.
- RELC is required to notify you by letter when your student has four unexcused absences within a four week period of school. If this is repeated, another letter will be sent home. In addition, a meeting will be scheduled to discuss ways our team can provide support. The district truancy officer (SRO) may also attend this meeting and we will work as a team to solve the attendance issue. If improvement does not occur, the matter will be given to the Redmond Police Department. At this stage a parent may be cited and a fine may be issued.

STUDENT SUPPORT

- **School Counseling Program**-Ansel Evans is our school counselor. The goal of the counseling program at RELC is to support student success. Our counselor, Mr. Evans works with students, parents, school staff and the principal to meet these goals. Please call the school to schedule an appointment with our counselor.
- **Family Access Network (FAN)** Maria Mendoza is our Family Access Network (FAN) advocate. FAN helps with school supplies and helps connect families to community services so that students can come to school ready to learn. Please call the school to schedule an appointment with our FAN Advocate.
- **Medical/School Nurse**-Courtenay Sherwood is our school nurse. We have a licensed school nurse on site daily. Please contact the school if you have any questions for our nurse.

Medication and Injuries

- If medication **MUST** be given at school, district policy states that the school office may dispense medication only from its original container. **Parents must bring the medication to the school office and complete a medical authorization form.** This applies to prescription and over-the-counter medications. All medications must be kept in the office.
- **Injuries**-If your child receives a minor injury at school, we will care for him/her at school. If the injury is more serious, we will notify parents or guardians. **It is very important that we have up-to-date information on your child's emergency card.** If we cannot reach parents, we will call the other numbers you list in case of emergency. If we cannot reach anyone, an ambulance will be called if necessary.

- Sick Students-Students should remain home if they have the following symptoms: fever, vomiting, diarrhea, eye infections, severe headache, persistent cough, earache, rashes, communicable diseases (head lice, flu, etc.). Please provide a written note explaining the absence once the child returns to school.
- **Student Support Teams (SST and Rti)** The RELC Student Support Team (SST) and Response to Intervention (RTI) Teams are multidisciplinary teams that collaborate to ensure the success of every student. Parents are invited to attend SST meetings. The RELC RTI Teams meet with kindergarten teachers to assess student needs and to create a plan for support. The RTI and SST Teams include the principal, counselor, student services coordinator, specialists and classroom teachers. The school counselor or nurse facilitates SST meetings and the principal facilitates RTI.

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS) & SOCIAL AND EMOTIONAL LEARNING (SEL)- RELC is a POSITIVE BEHAVIOR INTERVENTION SYSTEMS (PBIS) school. PBIS is a positive approach to improve the behavior of students and the climate and culture of the school. RELC takes a proactive approach to provide a safe environment for children. We have implemented a PBIS program to teach and reinforce positive skills. All students are taught the Three "BEES" (Be Responsible, Be Respectful and Be Safe) throughout the school in all settings and throughout the year.

School-Wide Social and Emotional Learning

- We strive to build a safe, proactive, positive, engaging, supportive, and challenging learning community designed to meet the needs of the Whole Child. **Social and emotional learning (SEL)** and a **growth mindset** are central to our efforts. We believe that every experience is an opportunity to learn and grow as individuals. RELC will be engaging in various components of the school-wide social and emotional learning framework as developmentally appropriate. We will be actively engaged in social and emotional learning (SEL), modeling, teaching, and practicing positive behaviors, using common language related to school-wide expectations, and providing **growth mindset feedback and encouragement**.
- To foster a growth mindset we intentionally give praise and feedback that focuses on effort, choices, and actions (process praise) rather than person praise.

Mistakes Happen, and they provide learning opportunities

- **Honeybee Reminders**-Honeybee Reminders are how we communicate to our students and parents that a "Mistake," has occurred. Honeybee Reminders may include a consequence that is directly related to the mistake made. For example, if a student does not follow the rule about not climbing up a slide after repeated reminders, we may ask the student to watch students sliding correctly down the slide for five minutes so they can see how other students correctly slide.

At the RELC we believe students can learn and grow from every mistake. These are minor behavior situations that provide an opportunity for students to improve their behavior. Teachers

will contact Parents every time their child receives a Honeybee Reminder. This will inform the parent of the behavior that needs practice at school and home and support our partnership.

- **Referral** -A student receives a major referral as a consequence for a major behavior problem. When a student receives a referral, he/she visits with the Student Service Coordinator or School Counselor. Student consequences are directly related to the behavior and are meant to serve as a learning opportunity to ensure the student does not repeat the behavior in the future. Our goal for all students is a safe learning community. Examples of a major behavior problem include: non compliance, fighting, disruption of student's learning, vandalism of school or other student's property, and unsafe behavior

PARENT INVOLVEMENT/FAMILY ENGAGEMENT-Parent involvement/Family engagement is a huge focus for the RELC team. As we develop our family engagement opportunities, we will seek leadership from our parents. Our hope is that parents and families be included in planning and implementation of how we can best engage with our families as we evolve into an effective community school.

RELC Family Nights: Back to School Night & Family Picnic (October), Winter Whimsical Event (December) Reading Under the Stars (April), Graduations (June)

Parent Leadership- We welcome parents to join our Title I Advisory Team and to also join the principal for monthly "What's Brewing?" Coffee with the principal feedback opportunities. These occur in the Family & Community Room.

Fundraisers-

Annual October 31st Mini Monster Dash FUN RUN

Annual May Honeybee Pole Pedal Paddle (PPP)

Volunteers In The Classroom-RELC encourages volunteers! Please fill out the required background check online at the beginning of the year. At RELC, we will have volunteer opportunities. Some involve helping in the classroom and some involve helping with a school-wide event. We are also open to new ideas from our families.

School Visitation-We welcome our parents into our school during Arrival, Lunch, Assemblies, Special Events, and Conferences. Parents do not need to have a current background check in place to participate in these activities. We also welcome parents to help with Field Trips and Volunteer Opportunities. Parents do need to complete the Volunteer Paperwork to volunteer in the classroom or to attend field trips.

Field Trips-Field Trips enhance learning by helping students see connections to their learning outside the classroom. RELC maintains a high level of safety and learning both at school and on field trips, due to this, all parents and guardians who would like to attend, must have a complete Volunteer Packet on file, and since parents will be supervising groups of students, siblings are not able to attend. *Additionally, students safety is our top priority. In the event that a student has a pattern of unsafe and concerning behavior that puts the student's safety at risk, the students will not attend the field trip. Classroom teachers will communicate this ahead of time and the school will prepare an alternative learning placement for the day.*

RELC SCHOOL PROGRAMMING AND CURRICULUM

- English Language Arts (ELA)- Reading Wonders, Handwriting, Writing
- Mathematics- Ready Math and iReady Online
- Science- Amplify Science
- "Frontal Cortex Time" AKA "Choice Time Centers/Stations.
- Social & Emotional Learning (SEL)- Growing Early Mindsets (GEM), Kelso's Choice, Safe Touch

Animals in the School-Due to potential dangers and student allergies, School Board Policy states that we are unable to have animals in school.

Dress and Grooming-Students are expected to dress in appropriate school attire. Due to safety issues, no flip flops, sandals need a back heel strap. Hats can be worn outside. Students need tennis shoes for PE.

Cold Winter Months-During the COLD winter months, students must come to school prepared for the cold winter temperatures. If you need help with winter gear, please contact our FAN advocate.

Toys-Please do not allow your child to bring toys to school.

Celebrations- Celebrations will occur throughout the school year. District Policy states that only store bought foods can be used in the classroom. ***Please consider healthy choices for celebrations!***

Revised 8/26/19

Elementary Reading Instruction and Intervention

The Redmond School District is committed to ensuring that each child makes significant academic progress. To do this, we focus on providing high quality reading instruction for all students and continuously review information that tells us how each child is progressing. Teacher teams in your school use this process to provide multiple tiers or levels of instructional support based on student need. This is called a multi-tiered system of support (MTSS).

Multi-Tiered Systems of Support ensure students are on track for healthy reading outcomes (MTSS also includes math and behavior).

- Two to three times per year (September, January, May) screening assessments are administered to each student.
- For students whose screening assessment results show they may not be at grade level yet, further diagnostic assessments are administered to determine instructional focus.
- Classroom and small group daily reading instruction is designed to meet students' specific needs.
- Frequent progress checks throughout the school year determine which students need additional targeted instruction and are also used to monitor students' growth.

Strategies for Increasing a Child's Rate of Learning: When screening results indicate that a student would benefit from supplemental instruction, that additional support may include:

- Small group instruction by the classroom teacher or specialized reading team
- Changes in curriculum and or instructional strategies
- Increases in time and intensity of instructional interventions
- Extra practice opportunities throughout the school day
- Individualized intervention plan for students who continue to experience difficulty
- Parent and family support

Parent/Family Participation: Parents and family members are essential to children's success in school.

- Results from regular reading screenings will tell you whether your child makes sufficient progress or if he/she shows continued difficulty.
- In order to design effective interventions, you may be asked to share information about anything you think might affect your child's learning (ex. If your child has missed a lot of school, experienced trauma, or is having problems with friends at school).
- We encourage your support and partnership.

If your child continues to show limited progress, you may be asked to meet with the school team to review reading assessment results and consider next steps, which may include consent for an evaluation. The purpose of an evaluation is to help determine what your child's educational needs are and to consider whether he or she might have a learning disability.

Who to contact:

Please contact your school's Principal for more specific information on MTSS, reading assessment, instruction and intervention, and/or if you would like to discuss your child's reading progress.

Universal Parent Notification 2018-19