



Turquoise Trail Charter School

Family Preschool Handbook

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POLICY 302 – Enrollment, Admission and Lottery

Policy Statement: Students are admitted to TTCS through the enrollment and lottery processes described below. Any student living in New Mexico may apply to attend TTCS. TTCS does not discriminate against any student or family based on race, gender, religious affiliation, national origin, ethnicity, physical or mental disability, gender identity, sexual orientation or any other classification of individuals as recognized by state or federal law.

Class Size Limitations: Each year TTCS will announce the total number of classes by grade and the total number of students accepted into those classes for each of its locations. At no time will TTCS's total enrollment for K-8 exceed the PEC approved enrollment cap, currently 840 students. TTCS Governing Council may adjust the number of classes and students accepted per class, if enrollment trends necessitate an adjustment to accommodate staffing or enrollment demand. In no event shall an adjustment result in the disenrollment of any student.

Enrollment Preferences: TTCS shall grant enrollment preferences as follows:

First: Students who have been enrolled in the charter school and who remain in attendance through subsequent grades;

Second: Siblings of students who are already enrolled in or are attending TTCS;
or

Third: Beginning with the enrollment period for 2019-2020 School Year, students who apply to TTCS and who reside in the pre-1994 Santa Fe Public School Turquoise Trail Elementary School Attendance Area boundaries as described on the Attendance Map ("Preference Zone"). Eligibility for this preference will require acceptable documentation of the student's current address. Acceptable documentation shall be required to verify a student's attendance zone.

All other students shall be awarded a space on a first-come, first-serve basis or through a lottery process when the number for students applying for TTCS for any grade level exceeds the number of spaces available after the preferences are applied. Students must both complete an application during the Lottery Application Window, and be registered during the Registration Window. See process for each described below.

Lottery Application Window:

TTCS's Lottery Application Window shall be at least 60 days, which dates shall be posted on TTCS's website. During this period, students currently enrolled and new applicants must each complete the following applicable process:

Students Currently Enrolled

During this Lottery Application Window families of enrolled students must complete a "Returning Student Form" to return for the next school year. Forms

will be distributed through email during the Lottery Application Window. The Returning Student Form must be returned by no later than 14 calendar days from the distribution date. TTCS will send 2 reminders to parents before the due date. If after the second documented attempt the Returning Student Form is not completed and returned, TTCS will identify that student's space as vacant for purpose of the lottery. Any student forfeiting a space because the Returning Student Form was not timely returned, must reapply and is subject to the lottery process. **Families should be aware that failure to timely return a Returning Student Form will jeopardize a student's sibling's enrollment preference.**

New Students

Students wishing to apply to attend TTCS for the following school year must complete TTCS's online application found at the "Lottery Link" on TTCS's website during the Lottery Application Window. Families who do not have access to the Internet may use a computer at TTCS or contact the school for assistance (505) 986-4000. All Applicants must provide a valid physical address. If a student's family lives within the Preference Zone, they will need to provide two documents with the same address as proof of residency like those required for a NM Driver's License (see www.mvd.newmexico.gov) to receive the preference, with the exception of documents from another educational institution.

Lottery Process

After the Lottery Application Window has closed and the time period for existing students to return the Returning Student Form has expired (see above), TTCS will determine the number of open spaces available for admission to TTCS in the next school year. TTCS will use a computer-based, random selection process to conduct a lottery for each grade level to fill the open spaces from applications received during the Lottery Application Window. Once all open spaces are filled, students will be placed on a Wait List in the order selected by the random selection process. The date for the lottery will be announced on TTCS's website as well as within the Lottery application webpage.

Notice

Within two business days of the lottery, TTCS administration shall post a list of students in the front lobby of the School. In addition, families will be notified by email and/or text message that a space is available for the student(s). Returning students and new students must complete the Registration process described below. **Failure to complete Registration by the deadline will result in a forfeiture of the space for the ensuing school year.**

Registration Window

Registration Window for Returning Students

Returning students must complete the Returning Student Form. The Returning Student Form will be via email sometime during the Lottery Application Window each year and must be completed and returned to TTCS within two (2) weeks of

its distribution date, and the Registration Deadline will be clearly stated in the email and on the form. **Missing the Registration Deadline will result in forfeiture of the student's space for the next school year.** The following documents must be completed and returned to TTCS by the Registration Deadline:

- Returning Student Form

Registration Window for New Students

Students who have been offered a space MUST attend a registration session or call the school to make a registration appointment. **Missing the registration session or appointment will result in forfeiture of the student's space for the next school year.** The following documents must be provided to TTCS at the registration session or appointment:

- Immunization Record or completed State Approved Certificate of Exemption
- Original Birth Certificate
- Short Cycle Assessment data (MAPs, STARS, Discovery) from current or prior year
- Any relevant court documents
- Any IEP, 504, SAT data

Wait List

Students will be placed on the WaitList in the order drawn during the lottery. TTCS will notify families when open a space become available. Families will have four (4) business days to respond to the School whether the student will accept the open space. Registration must be completed within three (3) business days of the family's response to accept the space. If either deadline is missed, the offer for an open space will be rescinded and the next student on the Waitlist will be offered the open space. The Wait List for the current school year will be honored until June 1 of that year, thereafter, it will be renewed using the list generated by the lottery for the ensuing school year. In other words, the Wait List will not roll over to a new school year and a student on the WaitList should reapply during the Lottery Application Window every year.

First-Come First Served

If an open space becomes available during the school year and there are no students on the Waitlist, students will be enrolled on a first-come, first-served basis, until the beginning of the Lottery Application Window. If there are open spaces after the lottery is complete and Registration Window has expired, students will be enrolled, but only if filling the open space will not exclude a student selected by preference or the lottery process for the next school year.

Amended, January 2019

POLICY 300 - TURQUOISE TRAIL CHARTER SCHOOL ATTENDANCE POLICY

Turquoise Trail Charter School (TTCS) requires a high level of participation in engaged learning. Regular classroom attendance enables students to benefit from classroom discussions, presentations and interactive activities. These shared academic experiences are integral to the learning process.

The presence or absence of each student must be recorded each school day. Teachers follow TTCS directives and state requirements in coding unexcused/excused absences and tardiness.

The New Mexico Attendance for Success Act requires that all school-age children attend school until the age of eighteen, or until they graduate from high school or receive a GED certificate. This Policy implements state law; to the extent that any portion of this Policy conflicts with state law, the state law shall control.

This policy applies to students and their parents or legal guardians.

A. DEFINITIONS

- a. "Absence" is when a child is not at school for a class or school day, whether excused or not, provided that "absence" does not apply to participation in interscholastic extracurricular activities.
- b. "Excused absence" is an absence due to illness, appointments with health or mental health care providers, death in the family, religious instruction or tribal obligations. At TTCS' discretion, a written confirmation may be required by the office when the student returns to school. If requested, such letter should come from medical practitioner, funeral service provider, provider of religious education or tribal official. Special family situations may be considered appropriate for excused absence when subject to *prior* written notice from the parents/guardians and *prior* approval is received from the Principal. The Principal's decision on the request shall be considered final.
 - i. Excused Absence due to Religious Instruction: A student may, subject to prior written notice from parents/guardians and the prior approval of the Principal, be absent from school to participate in religious instruction for not more than 1 class period of the school day with the written consent of the parent/guardian, at a time that is not in conflict with the academic program of the school. TTCS does not assume responsibility for the religious instruction for any student, nor does it permit religious instruction to be conducted on

school property. TTCS shall provide time for the student to make up the school work missed during the absence.

- ii. Excused Absence due to Tribal Obligations: A student will, subject to prior written notice from parents/guardians and the prior approval of the Principal, be absent from school to participate in tribal obligations with the written consent of the parent/guardian. TTCS shall provide time for the student to make up the school work missed during the absence.
- c. "Unexcused absence" is an absence from school or from a class for which the student does not have an allowable excuse as identified in this Policy.
- d. "Half Day Absence" is an absence from school for less than 49% of the school day or class period.
 - i. "Excused half day absence" is a half day absence from school for excused reasons identified in this Policy.
 - ii. "Unexcused half day absence" is a half day absence from school or from a class for which the student does not have an allowable excuse as identified in this Policy.
- e. Absence equivalencies:
 - 1. Any combination of two half-day excused absences will equate to one excused absence.
 - 2. Any combination of two half day unexcused absences will equate to one unexcused absence.
 - 3. Percentages are based on absences from *class periods* for the Middle School and *daily absences* for the Elementary School.
- f. "Tardy" is an arrival to school after the start of the day. Late arrivals in excess of 30 minutes or half a class period for Middle School, will be considered a "half day absent."
 - i. "Excused tardy" is a tardy for excused reasons listed in this Policy.
 - ii. "Unexcused tardy" is a tardy for reasons not listed in this Policy.
- g. "Early Release" is a student's departure from school 30 minutes or less prior to dismissal for reasons listed in this Policy. Early releases longer than 30 minutes will be considered a "half day absence."

- i. “Excused early release” is an early release for excused reasons listed in this Policy.
 - ii. “Unexcused early release” is an early release for reasons not listed in this Policy.
- h. “Chronically Absent” is a student with an absenteeism rate of 10%, but less than 20%, regardless of the reason for absence, and/or whether excused or not. Chronically absent students require Early Intervention; see below.
- i. “Excessively Absent” is a student with an absenteeism of 20% or greater, regardless of the reason for the absence and/or whether excused or not. Excessively absent students require Intensive Support; see below.
- j. “Voluntary Withdrawal” is TTCS interpreting a student’s continued unexcused absences to constitute a voluntary disenrollment of the child from the school, after all TTCS’ intervention attempts have been exhausted. Voluntary withdrawal is not an expulsion of a student and does not require the due process for expulsion.

B. PROCEDURES

- a. Attendance Requirement
 - 1. The New Mexico Attendance for Success Act requires that all persons between the ages of five and eighteen attend a public, private, or home school, or a state institution, unless that person has graduated from high school or has received a general education development certificate, or that person’s parent or guardian provides written, signed permission for that person to leave school for health reasons or in case of hardship, and that permission is approved by the Principal.
 - 2. Students enrolled in TTCS shall attend school for the length of time of the school year as established by the school charter and any resulting reauthorization thereof.
 - 3. Students are expected to have no more than 5% absentee rate per school year, which includes both excused and unexcused absences.
 - 4. Students are expected to arrive on time to school each day and to remain in school until the scheduled dismissal.
- b. Whole School Efforts to Ensure Student Attendance
 - i. Notification of an Absence by a Parent or Guardian: The parent or guardian shall notify TTCS’ front office each day that his or her

student will be absent from any part of the school day, except in the case of an emergency, and shall give the reason for the absence and shall provide a written parental verification upon the child's return to school.

- ii. Notification of an Unexcused Absence by the School: If a student is absent from school or class without a parent or guardian's notification of absence, TTCS' front office will, as soon as practicable, contact the parent or legal guardian by telephone or e-mail to give notice of the student's unexcused absence and to ascertain and document the reason for absence.
 - iii. The School Counselor shall notify parent/guardian of a child who has reached a 5% absentee rate regardless of reason for absence and shall keep a record of notification(s).
- c. Make up of Work Missed
- i. Following an **excused** absence, parent or guardians shall discuss make-up work with the student's teacher. A student shall be given a reasonable time by the teacher within which to make up the work the student missed during the absence. Following an **unexcused** absence, make-up work is at the discretion of the teacher.
- d. School Actions Regarding Attendance Issues
- i. Out-of-school suspension and expulsion will not be used as punishment for truancy or unexcused absences. **However**, after explicit notification to the parent/guardian that the student is excessively absent despite exhaustion of all intervention efforts described in this Policy, the school may consider further unexcused absences to constitute a voluntary withdrawal of the child from school enrollment.
 - ii. Students in need of individualized prevention (5-9% absent)
 - 1. The School Counselor shall talk to the parent/guardian (either in writing or in person) and inform them of the student's attendance history, the impact of student absenteeism on student academic outcomes, the intervention or services available to the family, and the consequences of further absences, which may include referral to the Children, Youth and Families Department (CYFD) for chronic absenteeism.
 - iii. Early Intervention for Chronically Absent Students (10 – 19% absent)

1. Parents/guardians of students found to be Chronically Absent shall meet with the School Counselor. .
 - a. The Attendance Administrator shall notify parent/guardian of a child found to be chronically absent in writing, and include the date, time and location for parent/guardian to meet with the School Counselor. .
 - b. The purpose of the meeting will be to establish an Early Intervention Plan. This plan will include an Attendance Contract and weekly monitoring and reporting of student attendance to the parent/guardian.
 2. Parents of students with any further unexcused absence after meeting with the Principal to develop an Early Intervention Plan may be referred to the Children Youth and Families Department for suspected neglect.
- iv. Intensive Support for Excessively Absent Students (20% or greater absent)
1. Parents/guardians of students found to be Excessively Absent shall meet with the Principal and the School Counselor.
 - a. TTCS' School Counselor shall notify the parent/guardian of the student found to be excessively absent in writing, and include the date, time and location for parent/guardian to meet with the Principal and the School Counselor.
 - b. The purpose of this meeting will be to establish non-punitive consequences and school level supports to eliminate future absences, and to apprise the student and parent of the consequences of further absences.
 - c. Parents of students with any future absences of any type after meeting with the Principal for Intensive Support shall be reported to the probation services office of the local judicial district within 10 days after such absence. Such referrals shall include documentation of interventions provided to the family.
- v. Voluntary withdrawal for 10 Consecutive Unexcused Absences: The school will consider 10 consecutive unexcused absences as a voluntary withdrawal from enrollment at TTCS. Voluntary withdrawal will be processed by the school only after:

1. TTCS has documented and exhausted intervention efforts to keep the child in school per this Policy.
 2. TTCS has contacted the juvenile probation department.
 3. TTCS has notified the parent/guardian in writing upon the fifth consecutive unexcused absence that accumulating ten consecutive unexcused absences will constitute a voluntary disenrollment of the child. Such notice will require a scheduled meeting between the parent and the Principal.
- vi. The Public Education Department's truancy prevention coordinator (or designate) or Children Youth and Families Department representative, or representative of the Probation Services Office, shall be permitted access to any records and information related to chronically absent students or excessively absent students.
 - vii. TTCS shall provide a parent/guardian, within 5 days of parent's written request, access to attendance data of the student, including information about any intervention strategies that have been employed.
- e. School Action for Tardy/Early Release
- i. The School Counselor shall notify parent/guardian of a child when the child has accumulated 15 or more of any combination of Tardies or Early Releases.
 1. Chronically late/leaving early: When a child's combined total of Tardies and/or Early Releases reaches 25, the parents/guardians shall be required to meet with the School Counselor and the division principal.
 2. The School Counselor shall notify the parent/guardian of the student found to have 25 Tardies and/or Early Releases, and include the date, time and location for parent/guardian to meet with the School Counselor and the division principal. .
 - a. The purpose of this meeting will be to discuss methods of ensuring on-time arrival and/or limiting early dismissal of students.
 - b. The School Counselor and the Principal will decide on appropriate consequences for continued Tardies or Early Releases.

- c. Continued meetings will be scheduled for every 10 instances of tardies or early releases.
 - ii. Excessively late/leaving early: When a child's combined total of Tardies and/or Early Releases reaches 55, the parents/guardians shall be required to meet with the Principal and the School Counselor.
 - 1. The School Counselor shall notify the parent/guardian of the student found to have 55 Tardies and/or Early Releases, and include the date, time and location for parent/guardian to meet with the Principal and the School Counselor.
 - a. The purpose of this meeting will be to discuss methods of ensuring on-time arrival and/or limiting early dismissal of students.
 - b. The School Counselor and the Principal will decide on appropriate consequences for continued Tardies or Early Releases.
 - iii. The Principal and/or the Head Administrator may create and implement additional measures to address chronic or excessive late arrivals/early releases.
- f. Native American Students.
 - i. In carrying out its duties under this rule and the school attendance law, TTCS shall take into consideration the sovereignty of a Native American tribe. While all children attending public schools will still be subject to being reported to the Public Education Department or other authorities per this Policy, TTCS shall respect tribal laws and traditions in carrying out its duties of early identification, intervention, and parental notification and will furthermore collaborate with tribes to provide support for Native American students.
- g. If a student becomes pregnant in elementary school, a 504 plan (if not on an IEP) will be devised to support the student's educational needs through their pregnancy. The recommendations in the 504 would be on a case-by-case basis, but would fully support their education through homebound or in school education. Decisions about excused and unexcused absences would be discussed and agreed upon in the 504 meeting.

A copy of this Policy shall be placed on the TTCS website.

References: NMSA 1978 22-12A- 1 et seq.
Amended Oct 16th, 2019

Any exceptions requested to this policy will require a student assistance team (SAT) meeting held with the teacher head administrator school counselor and guardian.

TTCS attendance policies are governed, amended and updated in accordance with the applicable governing laws. New Mexico State policies regarding attendance can be found on the NM PED website: <http://ped.state.nm.us/ped/index.html>.

Age of Students attending TTCS:

Students coming to Turquoise Trail Charter School Pre K program must have reached their fourth (4th) birthday before September 1st of the current calendar year.

Recruitment:

Recruitment is done in a variety of ways. Many of our Pre K students hear about us through word of mouth. Parents hear about our school from friends, family and other social groups they are part of. TTCS also announces on their website, ttschool.org, in the News Paper, on the Radio and with banners when the lottery opens and closes.

PK program description

Turquoise Trail Charter School is the state's oldest Charter school. TTCS is a Pre K - 8 school (600 students) located on the Turquoise Trail (HWY 14) 5 miles south of the Santa Fe Place Mall. TTCS is an award winning school that emphasizes the arts and 21st century learning that incorporates multiple opportunities at home and at school to use technology in their learning

Our dynamic Pre-K program will offer two full day class (7:45-2:50 pm) programs. With up to 20 students enrolled, the sessions are taught in English. The program includes breakfast and lunch served in the cafeteria with appropriate sized tables. Our play-based Pre-K curriculum supports the growth and development of the whole child including:

- physical development, health and well-being
- literacy
- numeracy
- aesthetic creativity
- scientific conceptual understandings
- self, family and community, and
- approaches to learning.

PreK Daily Schedule 2019-2020

Monday-Thursday

8:20-8:30	Transition-Store gear, Sing Morning Song, Wash Hands
8:30-8:50	Breakfast
8:50-9:05	Whole Group-Morning Meeting
9:05-10:00	Center Time
10:00-10:15	Whole Group Read Aloud
10:15-10:45	Outdoor Explorations
10:45-10:55	Whole Group/Circle Time Center/Wash Hands
10:55-11:20	Lunch
11:20-11:35	Small Group-Math/Literacy
11:35-12:15	Center Time
12:15-12:20	Transition-Beds
12:20-12:50	Outdoor Explorations
12:50-1:50	Rest Time
1:50-2:05	Snack
2:05-2:20	Small Groups-Journal
2:20-2:30	Whole Group-Closing Meeting
2:30-2:40	Outdoor Explorations

Friday

8:20-8:30	Transition-Store gear, Sing Morning Song, Wash Hands
8:30-8:50	Breakfast
8:50-9:05	Whole Group-Morning Meeting

9:05-10:00	Center Time
10:00-10:15	Whole Group Read Aloud
10:15-10:45	Outdoor Explorations
10:45-10:55	Whole Group/Circle Time Center/Wash Hands
10:55-11:20	Lunch
11:20-12:20	Center Time
12:20-12:35	Small Groups-Journal
12:35-12:45	Whole Group-Closing Meeting
12:45-1:00	Outdoor Explorations
TRANSITION PLANS	

Turquoise Trail Charter School has had a PreK program at our school for many years and the fact that the classrooms are on the same hallway as our K program has made the Pk to K transition very easy. We have had a very high percentage of PreK students move to K from year to year.

Before students arrive, the Pre K teachers start the year with a home visit establishing a connection between school and home for the child. To nourish this connection, teachers continue the communication with parents and families having a variety of evening programs as well newsletters, emails and more. Parents are encouraged to walk their student to class to create a smooth transition from home to school.

As the year progresses the PreK student feels that they are a part of the school, participating in all school assemblies, cooking with kids, and other all school regular activities, and sharing the playground and bathrooms with older (k) students.

As the school year ends our students meet our K teachers and EAs, they visit the K classrooms and are fully aware and anticipate the move to our Kinder program.

We do not add many students to our full program during the school year, but new students are welcomed into our community and we have been successful at this entry transition. The few students that move out and on to other school are well taken care of and we communicate with the programs and send records to the destination schools.

Our transition goal is to make the move from PreK to K exciting, fun and stress free.

2019 – 2020 SY Calendar (based on Draft)

August	5	New Teacher Orientation
	6 -9	Teacher Meetings
	8	Gathering of the Pack
	12	First Day of School for students in grades 1-6
September	14	First Day of School for Pre K and Kindergarten students
	2	Labor Day Holiday (school closed)
	11	Back to School Night
October	11	End of First Quarter
	14	Holiday (school closed)
	25	Parent-Teacher Conferences, K – 6
	28	Parent-Teacher Conferences, K – 6
November	25-29	Thanksgiving Break (school closed)
December	11	Winter Concert
	18	End of Second Quarter (early release 1pm)
	20-Jan 6	Winter Break (school closed)
January	6	Teacher In-service, no school for students
	7	School resumes
	17	Parent-Teacher Conferences, K – 6
	20	Martin Luther King jr Day (school closed)
February	17	President's Day (school closed)
March	13	End of 3 rd Quarter
	13	Parent-Teacher Conferences, K – 6
	16-20	Spring Break (school closed)
	26	Talent Show
April	10	Mid Semester Break
	23	Career Day
May	6	Spring Concert
	22	End of 4 th Quarter
		Last Day of School
		Last Teacher Day

Pre-K Family Activities Calendar

Proposed Dates	Family Engagement Activity
August 12-13, 2019	Home visits (1 hour per family)
August 8, 2019	Gathering of the Pack
September 11, 2019	Back to School Night
October 25 & 28, 2019	Parent/Teacher Conferences
October 22, 2019	Meet and Greet other Pre-K families Potluck
November 26, 2019	Make Art and Crafts with your child
January 21, 2020	Science Exploration with your child
February 2020	Open House
February 21, 2020	Parent/Teacher Conferences
March 24, 2020	Favorite Pasta Potluck
April 7, 2020	Egg Extravaganza with your child
May 15, 2020	Parent/Teacher Conferences
May 21, 2020	Pre-K Promotion

ASSESSMENT SCHEDULE

Assessment	DUE DATES
Portfolio Collection Samples: Submitted to Consultant for review as they are completed. All samples must be complete by data submission dates below:	
BOY	10/15/2019
ECO	10/18/2019
MOY	02/01/2020
EOY	05/7/2020

Reporting Requirements:

Three submission periods will be implemented this school year (2017-2018,) and all assessment data and work sampling will be compiled in student portfolios. Parent teacher conferences will follow the Turquoise Trail schedule of conferencing and will utilize the student portfolio and rubric ratings.

Description of Pre-K Curriculum

Turquoise Trail utilizes “The Creative Curriculum for Preschool”. The Creative Curriculum for Preschool features the Boxes Study that leads Teachers through the process of investigating various topics of the boxes with children. The “Boxes” are full of possibilities that are functional and open ended.

PRE-K HEALTH SCREENINGS

Pre-school students will have health screenings by the school nurse/health care professional within the first three months of attendance. These screenings include:

- Current immunizations required by the New Mexico Department of Health
- Physical exam with height and weight
- Vision (Distance acuity, Stereopsis, Color)
- Hearing (20 dB @ 1000, 2000, and 4000 Hz)
- Dental (tooth eruption, missing teeth, decay/caries, gums, over all dental care)

Parents/guardians will be notified in writing by the school nurse of any concerns, and a referral sent for professional care needed by a physician, eye doctor, or dentist. The referral includes an area for notes and findings by the professional, which should be returned to the school health office for follow-up once the student has been taken to a professional to inform the school nurse of any medical needs during the school day.

PROCEDURES FOR REFERRING AND SERVING CHILDREN WITH SUSPECTED DEVELOPMENTAL DELAY

If a 4-year-old is suspected of having developmental delay, a meeting will be held with the parents, teacher and administrator to discuss screening possibilities. If the team decides that screening is indicated, the school will provide to the parents, a packet from Child Find, a schedule for the next screening time and a phone number for an appointment.

After the screening has taken place. If appropriate, an IEP is created to meet the needs of the student. Services will be provided in the Least Restrictive Environment possible.

Turquoise Trail Charter School Bus Policy

August 1, 2017

Dear TTCS Parents,

A friendly reminder a pre-K student CANNOT ride the bus unless accompanied by an older household member (eight years or older) attending Turquoise Trail Charter School, both pre-K and sibling must have all bus forms turned in and approved by TTCS. Pre K students may not be dropped off without a parent present at the bus regardless of permissions for the older household member. This rule is an official TTCS governing board policy and cannot be altered or changed without a quorum vote. We strive every day to make bus service safe and efficient.

Thank you to all teachers and parents for making this possible.

Turquoise Trail Charter School
General Operations Manager
13A San Marcos loop
Santa Fe, New Mexico 87508

Pre-K Necessities

**Your child will need to bring these items the first day of school:
Please label these items with your child's name.**

- ❖ **Backpack (full-sized no mini backpacks)**
- ❖ **1-2 sets of extra clothes in a labeled Ziploc bag (socks, underwear, pants and shirt)**
- ❖ **Blanket**
- ❖ **Travel sized pillow (not a standard sized one) with pillowcase**
- ❖ **2 crib sheets**

Pre-K Wish List

These items are items we could use in the classroom if you would like to donate them to the class.

- ❖ **4 containers of Clorox wipes**
- ❖ **2 packages of baby wipes**
- ❖ **4 boxes of Kleenex (facial tissue)**
- ❖ **1 package of each size of Ziploc bags (gallon, quart, and sandwich)**
- ❖ **1 package of Big Bag Ziploc bags (sport size)**
- ❖ **1 package of plastic photo sleeves (8 x 10 size)**
- ❖ **1- 1" binder with front pocket (Clearview)**
- ❖ **1-2 boxes of fat markers**
- ❖ **2 boxes of crayons**
- ❖ **4 packages of glue sticks**



8.1.16

Dear Parents/Guardians,

Turquoise Trail Charter School is happy to announce that once again we will be partnering with the New Mexico Public Education Department and the United States Department of Agriculture Food and Nutrition Program. TTCS Parents/Guardians are welcome to apply for free and reduced student breakfast and lunch. Required forms for reduced and free meal programs are available Monday – Friday 7:40am - 3:30pm at Turquoise Trail Charter School or at ttschool.org. Please keep in mind that the free and reduced meal program is subject to income verification and audits. If you received free or reduced pricing last year you must reapply for school year 2016-17.

NEW APPLICATIONS are required each school year. You will not be automatically renewed.

It is the responsibility of all parents/guardians to notify TTCS of all medical conditions a student may have. If any student has a food allergy, please inform us in writing along with a doctor's note detailing the specific allergy. After receiving details from the student's doctor a copy will be filed with the school nurse. Upon determining the severity of the condition we sometimes can accommodate an alternate food option. If we cannot accommodate an alternate food choice the student may have to bring a lunch from home.

The cost for reduced pricing for students school year 2016-17 is .30 cents for breakfast and .40 cents for lunch. Full price cost is \$1.60 for breakfast and \$2.60 for lunch. If you qualify all meals are FREE.

Balances can be simply paid by credit card at ttschool.org.

Thank you for your continued support of our school. Children require healthy food to do well at school. Together we will advance and develop all aspects of our school to ensure that our students are prepared for the challenges of today's world.

Joseph Maes
Turquoise Trail Charter School
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Free and Reduced Price School Meals Application
Letter to Households
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Dear Parent/Guardian:

Children need healthy meals to learn. Your child's school offers healthy meals every school day. Your children may qualify for free meals or reduced price meals.

1. DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD? No. You can use one Free and Reduced Price School Meals Application for all students in your household. We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to one of your children's school.

2. WHO CAN GET FREE MEALS? All children in households receiving benefits from the Supplemental Nutrition Assistance Program (SNAP), the Food Distribution Program on Indian Reservations or, in some States Temporary Assistance for Needy Families (TANF) can get free meals regardless of your income.

Also, your children can get free meals if your household's gross income is within the free limits on the Federal Income Eligibility Guidelines.

3. CAN FOSTER CHILDREN GET FREE MEALS? Yes, foster children that are under the legal responsibility of a foster care agency or court, are eligible for free meals. Any foster child in the household is eligible for free meals regardless of income.

4. CAN HOMELESS, RUNAWAY, AND MIGRANT CHILDREN GET FREE MEALS? Yes, children who meet the definition of homeless, runaway, or migrant qualify for free meals. If you haven't been told your children will get free meals, please call or e-mail your child's school to see if they qualify.

5. WHO CAN GET REDUCED PRICE MEALS? Your children can get low cost meals if your household income is within the reduced price limits on the Federal Eligibility Income Chart, shown on this application.

6. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE APPROVED FOR FREE MEALS? Please carefully read the letter you got and follow the instructions. Call your child's school if you have questions.

7. MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT ANOTHER ONE?

Yes. Your child's application is only good for that school year and for the first few days of this school year.

You must send in a new application unless the school told you that your child is eligible for the new school year.

8. I GET WIC, CAN MY CHILD(REN) GET FREE MEALS? Children in households participating in WIC may be eligible for free or reduced price meals. Please fill out an application.

9. WILL THE INFORMATION I GIVE BE CHECKED? Yes and we may also ask you to send written proof.

10. IF I DON'T QUALIFY NOW, MAY I APPLY LATER? Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free or reduced price meals if the household income drops below the income limit.

Free and Reduced Price School Meals Application

Letter to Households

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11. WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION? You should talk to school officials. You also may ask for a hearing to have the decision reviewed.

12. MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN? Yes.

You or your child(ren) do not have to be U.S. citizens to qualify for free or reduced price meals.

13. WHO SHOULD I INCLUDE AS MEMBERS OF MY HOUSEHOLD? You must include all people living in your household, related or not (such as grandparents, other relatives, or friends) who share income and expenses. You must include yourself and all children living with you. If you live with other people who are economically independent (for example, people who you do not support, who do not share income with you or your children, and who pay a pro-rated share of expenses), do not include them.

14. WHAT IF MY INCOME IS NOT ALWAYS THE SAME? List the amount that you normally receive. For example, if you normally make \$1000 each month, but you missed some work last month and only made \$900, put down that you make \$1000 per month. If you normally get overtime pay, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.

15. WE ARE IN THE MILITARY. DO WE INCLUDE OUR HOUSING ALLOWANCE AS INCOME? If you get an off-base housing allowance, it must be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income.

16. MY SPOUSE IS DEPLOYED TO A COMBAT ZONE. IS HER COMBAT PAY COUNTED AS INCOME?

No, if the combat pay is received in addition to her basic pay because of her deployment and it wasn't received before she was deployed, combat pay is not counted as income. Contact your child's school for more information.

17. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for other assistance benefits, contact your local assistance office.

Found at this website:

<http://www.fns.usda.gov/cnd/governance/notices/iegs/RPieg.pdf>

The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families

(TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules. Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly. "In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue,

SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer.”

Mission: TTCS will be a high-achieving student-centered learning school preparing students academically and socially for lifelong success.

As adopted by the Governance Council on September 18, 2014. Click [HERE for full document. Vision and Mission Statements.pdf](#)

In 1994, Turquoise Trail Charter School became one of New Mexico's first charter schools, which enabled the Turquoise Trail community to maximize its vision by refining a unique academic curriculum, utilizing site-based budgeting and management of funds, and implementing participatory governance and community involvement to focus on improving the achievement of our students.

Located 15 miles from downtown Santa Fe, the community is rural, with families living great distances from one another. Our children come from families diverse in their educational experiences and economic situations. Of the approximately 495 students enrolled at Turquoise Trail, the population has a 72/28 ratio of Hispanic children to children of all other ethnicities, including Anglo, Native American, African American, and Asian. Approximately 25% of our student population speaks Spanish as a first language. Turquoise Trail qualifies for Title I federal funds, with 67% of the student population receiving free or reduced lunches.

Since its inception, Turquoise Trail Charter School has followed an alternative curriculum that was developed and continues to be refined by the school's teachers. The curriculum is centered around the interrelated theories of multiple intelligences, learning styles, and developmentally appropriate practices. The educational program at Turquoise Trail was developed for students by staff with the following Exit Outcomes in mind: Self Directed Learners, Collaborative Workers, Community Participants-Contributors, Quality Producers, and Complex Thinkers.

The learning experiences we implement have brought students in our multicultural community into engagement with current, best instructional

practices in the fine arts, physical education, and information resources. Our educational program has further refined state standards and benchmarks into integrated units and learning goals per grade level. Balanced literacy is fundamental to our instructional program, as is a comprehensive bilingual/ESL program, and inclusion of special education children in the mainstream of classroom instruction to the greatest extent possible.

Through the enriched experiences offered at the school, students gain a greater sense of basic human values, particularly through the exposure, appreciation, and respect of multiple lifestyles and cultures present in our community.

Turquoise Trail Charter School

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