



Tse'ii'ahi Community School

School Year 2023-2024



Family and Child Education

FACE Program Handbook

For Center-Based and Home-Based Participants



Tse'ii'ahi' Community School reserves the right and discretion to amend handbooks as needed throughout the school year. Changes are effective as of the date of their occurrence.

Mission Statement:

Tse'ii'ahi' Community School is the key to our future.

Vision Statement:

Tse'ii'ahi' Community School understands that each student has unique needs. We pledge to provide a creative environment where every student acquires excellence in academics, self-confidence, and cultural awareness to create a love of lifelong learning.

SUMMARY of FACE Program

The Family and Child Education program is designed for families who have children, prenatal and age birth to five years of age. There are two components of the program, center-based and home-based.

- Parents/Guardians/Caregivers **Must** attend school daily with their child(ren) in a center-based setting. The adults address their educational or employment needs, while their child is in the pre-school classroom.
- Families who are enrolled in home-based receive a scheduled personal home visit with a certified Parent Educator. Personal visits are for parents with children age birth through kindergarten. Home-based also provides services to expectant mothers. Adults address their educational needs with the help of both the parent educator and adult education teacher.
- Families **must** attend Family Circle monthly that addresses positive parenting, life skills and child development.
- Other activities include school events and educational field trips.
- Referral and networking is done with the community resources to help families.
- Other activities families participate in are Dialogic Reading, Imagination Library and Child Find.

Services are provided to all families in our service area: Tse'ii'ahi', Nahodishgish (Dalton Pass), Coyote Canyon and Crownpoint.

Goals of the F.A.C.E Program:

- Support parent and primary caregivers in their role as their child's first and most influential teacher.
- Strengthen family-school-community connections.
- Increase parent participation in their child's learning and expectation for academic achievement.
- Support and celebrate the unique culture and linguistic diversity of each American Indian community served by the program.
- Promote school readiness and lifelong learning. Aligning with the BIE Strategic Plan.

The FACE program addresses the national educational goals as identified in the Every Student Succeeds Act of 2015 (ESSA) as well as the seven BIE goals.

1. All students will meet or exceed academic proficiency levels in reading and/or language arts and mathematics.
2. All schools and residential programs will provide a safe and secure environment by decreasing incidents of violence and substance abuse by a minimum of 2% annually.
3. Student attendance rate will meet or exceed the United States rural attendance rate.
4. All schools will enhance the professionalism of all staff to improve educational programs for Student Success through =
 - Certification in their respective areas; (When applicable)
 - Comprehensive, systemic, and on-going professional development
 - Recruitment and retention of highly qualified educators; and
 - Development of leadership using the Effective Schools Correlates.
5. High School graduation rates will be 95% higher.
6. Each school will provide curriculum and instruction in Tribal languages and/or cultures as approved by the local school boards.
7. All Bureau-funded post-secondary instructions will meet or exceed the United States rural graduation rates.

FACE supports the mission of the Bureau of Indian Education (BIE), which is:

...to provide quality education opportunities from early childhood through life in accordance with the Tribe's needs for cultural and economic well-being in keeping with the wide diversity of Indian Tribes and Alaska Native person, taking into account the spiritual, mental, physical and cultural aspects of the person within a family and Tribal or Alaska Native village context.

Enrollment Process

Required documents

- Completed on-line application (Parent/Caregiver and Child)
- Birth Certificates (Parent/Caregiver and Child)
- Certificate of Indian Blood (Parent/Caregiver and Child)
- Updated Immunizations (Parent/Caregiver and Child)

Completed on-line application and required documents are due prior to first Home-based visit or first day of Center-based class.

Center-Based Services and Expectations

Center-Based services are provided to children and parent/primary caregivers at a Bureau Funded School.

- All adults/caregivers **must** be enrolled with a child and **participate in all components:** Early Childhood, Adult Education, PACT Time, and Parent Time, **Adults must attend daily with their child.**
- **All Adult Participants must have a background investigation/security check before entrance to the program.**
- All participants **must** maintain 75% participation weekly.
- Be on time. Class begins at 8:15 A.M. and ends at 2:30 P.M., Monday through Thursday. To gain the most benefit from the program, required participation is crucial.

Enrolled FACE Adult education students participate on a Full time and Part time. Enrolled Flex time is limited to full time employment or full time students. *Documentation is required such as class schedule or employment verification. Flex time will be considered on a case-by-case basis.*

ONLY adults that are on the child's check out list will be allowed to check out the child.

Parents are responsible for monitoring/interacting with their child (i.e., playground, classroom, cafeteria) until class begins.

- All children **must** be Potty Trained.
 - For center-based participants a child upon entrance to preschool during the school year or transitioning from home-based shall be toilet training. However, children with special needs are excluded from this requirement. Full-time parents will be responsible for their child's diaper changing.
 - Parents will need to follow health practices concerning diaper changing. Only commercially available disposable diapers or pull-ups will be used depending on the need of the child, unless the child has medical reason that does not permit their use, which the health provider provides documentation of medical reason(s).
- Please notify the teacher if you and your child will not be in school. Attendance is very important for both parent and child to be a successful program.
 - For safety reasons, please notify Center-based staff if you will be leaving anytime during school. Please sign out.
 - Breakfast is served daily at 7:35-8:00 A.M. Lunch and snacks are provided for center-based students only.
 - If the weather is bad (i.e. mud, snow, rain) delay or cancellation of school will be announced on the local radio stations or local television channels. Please use your discretion during winter weather (highway safety, icy roadways).
 - Please notify center-based staff at least one week in advance if you will need a letter of support or referral to local resources for assistance to any type. (Verification of enrollment, TANF, WIC, Housing, etc.)
 - Cell phones are **NOT** allowed during class hours. Phone calls disrupt class instruction. Texting is not allowed during class time or in the cafeteria. Remember, you are a role model to all students. **Parent and child interaction/play is required.**
 - **If you/or your child are sick (fever, diarrhea, coughing, vomiting, chills, rash, sore throat, red irritated/ crusty eyes, or Head lice) please do not bring them to school.**

Home-based Services and Expectations:

Home visits: services provided primarily in the home of the F.A.C.E. enrolled family.

- Home-visits will occur weekly or bi-weekly.
- All participants must maintain 75% participation or better. This also includes “Family Circle.”
- Monthly calendars will be given with your scheduled visit. Please post it where it is visible and be aware of when your visits will be.
- Please be available for all visits. Notify parent educators if you are not able to keep your scheduled visits. Call before 8:30 a.m. (505) 786-5389 ext.219

Parent Educators will call or text each Family on the day of their visits to verify appointment times. No reply will result in a No Show visit.

- Parents must participate in the parent/child activity during the visit.
- Read all handouts and do the follow-up activities.
- Please designate an area in your home for the ASQ screenings, Piccolo, Health Questionnaire where there are fewer distractions.
- Notify parent educators at least a week in advance if you will need a letter of support or referral to local resources for assistance of any type.
- If the weather is bad (i.e. mud, snow, rain), home visits may not be possible. Your parent educator will notify you of this.
- If Tse’ii’ahi’ Community School is on a 2 hour delay or closed, there will be **NO** home visits.

Expectations for Participation in the F.A.C.E. Program Attendance Policy

Center-Based:

- If you are enrolled in center based (preschool and adult education), you **must** maintain 75% or better in attendance from the date of your enrollment.

- You **must** be actively participating in adult education to be eligible to take the GED practice test and be referred to take the official GED test.
- A required roll call is done daily with NASIS (Morning and Afternoon).
 - Regular attendance is required to participate in field trips, earn incentives and to be eligible for monthly drawings.
- If you are absent, please notify the F.A.C.E. staff or you will be marked as unexcused. This also applies to tardiness.
- If your participation is consistently below 75% weekly, a conference will be held with you to help problem solve the situation.
- If you miss two weeks (8 days), you will be dropped from the program. You will be notified in a written statement. It will be your responsibility to contact your caseworker if you are claiming hours through TANF or other programs if time sheet is required. FACE staff will also forward a copy of your drop notification to your case worker.
- You are welcome to re-enroll (waiting list) but you must complete all the required forms again.



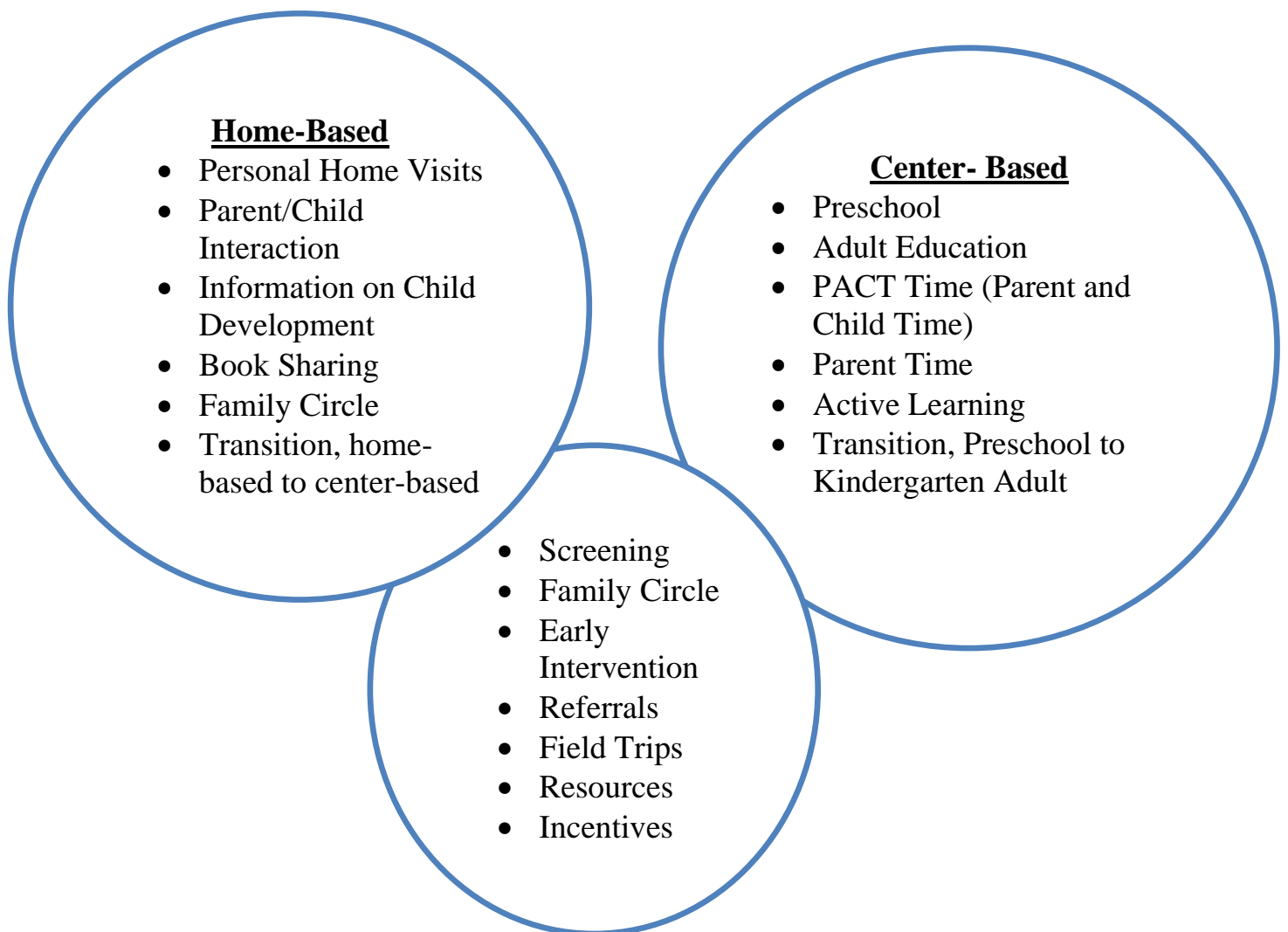
Home-Based:

- If you are enrolled in home based, you must maintain 75% or better participation in personal home visits and attend the monthly Family Circle.
 - Every effort will be made to contact you if you miss your scheduled visit. Please call your parent educator if you need to reschedule or cancel a visit.
 - Regular attendance is required to participate in field trips, earn incentives and to be eligible for monthly drawings. This include attending all Family Circles.
- If you miss three personal visits without notification, you will be dropped from the

program.

- You are welcome to re-enroll but you must fill out all the required applications and forms. As there is usually a waiting list for families to enroll, you may have to wait until there is an opening again.

Home-based and Center-based Services and Integration of Services



Family Circle for Home-Based Participants

Family Circle is a planned monthly gathering on parent centered topics that supports the role as parents, with child development or parenting information.

Family Circles will be held on the 3rd Fridays of Every Month at 1 P.M.

- August 18, 2023
 - September 15, 2023
 - October 27, 2023 (**Child Find**) 10 – 2 PM
 - November 17, 2023
 - December 15, 2023
 - January 26, 2024
 - February 16, 2024
 - March 22, 2024
 - April 19, 2024
 - May TBA End of Year
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- A 75% participation or better in Family Circle is required for all home-based families enrolled in the F.A.C.E. program.
 - Center-based families are invited and encouraged to participate.
 - For the safety please be **aware** of where your children are at all times during Family Circle.

Weather, School Delays and Cancellations

FACE will follow the following:

- ✚ Tse'ii'ahi' FACE program will also adhere to the Bureau of Indian Education (BIE) and Navajo District Schedule for delays and cancellations.
- ✚ Tse'ii'ahi' Community School announces delays and cancellations with the following TV stations and Radio Stations:
 - KOB Channel 4
 - KOAT Channel 7
 - 660 KTNN
 - 1330 KGAK
 - 960 KNDN

During bad weather (rain, snow, mud) please tune into these stations.

Any 2 hour delays will result in a 2 hour delay schedule for Center-based

classes. Center-based Class will begin at 10 AM. School cancellations will result in NO FACE Home-based and Center-based Services for that day.



Transition

“We are all caterpillars ready to turn into Butterflies.”

What is Transition in FACE?

FACE transition is helping FACE families move from one learning environment to another.

FACE transitions can happen in many ways:

FACE home-based transitions include:

- home-based to center-based
- home-based to home-based 3-K
- home-based to public preschool
- home-based to Head Start
- home-based to Kindergarten

FACE Center-based transitions include:

- center-based to Kindergarten
- center-based to home-based FACE
- center-based adults to work
- center-based adults to higher education

Home-based to Center-based

An introduction to transition begins upon enrolling home-based families. FACE parent educators begin planning for transition through family discussions about goals. Specific strategies and next steps are written no later than when a child turns 30-months of age (2 years 6 months). This preparation time is needed to schedule transition orientation, activities, meetings, and complete all necessary forms and transfer records.

Transition days will be based on Center-based and family availability. Transition days will be held from 8:15 AM to 12 PM, once a month.

Center-based to Kindergarten

FACE Early Childhood Teachers

Encourage parents to promote peer connections.

Maintain contact with former FACE early childhood students in kindergarten.

Discuss with kindergarten teacher expectations and skills needed for successful transition.

Discuss FACE to kindergarten transition plans with principal or administrator.

Invite the kindergarten teacher to visit the FACE early childhood classroom.

FACE transitioning students will visit kindergarten classroom in March, April and May.

Adult Education Teacher

Participate in regular meetings about FACE children entering kindergarten.

Build on information shared with parents about transition activities for kindergarten children.

Accompany parents on tour of the school.

Ask early childhood staff to share FACE Early Childhood Standards with parents.

Principal/Coordinator

Encourage communication among early childhood and kindergarten staff.

Support collaboration among programs.

Discuss expectations for transitions with early childhood and kindergarten teachers.

Discuss FACE kindergarten children with kindergarten and preschool teachers.

Encourage parents to support peer connections outside of school.

Observe PACT Time in early childhood and kindergarten.

Parents

Complete a tour of the school.

Meet the principal.

Parents meet the kindergarten teacher.

Visit kindergarten classroom during school's Open House.

Talk with other FACE parents with children in kindergarten.

Participate in PACT Time in your child's kindergarten classroom.

Follow-up and Evaluation. The final step in any transition process is to follow-up on families' adjustments to their new learning environments and to evaluate the process.

FACE Educational Field Trips:



Parents are encouraged to work with their child on proper etiquette while on the bus, at events, at restaurants, etc. FACE Staffs are available to support families. Educational field trips are planned according to the needs of the families, which will enhance parenting skills, literacy skills, self-development for adults and an incentive for participation.

- Fieldtrips are for **enrolled F.A.C.E. participants only**. Participants must be actively participating (75%) in the program.
 - Center-Based preschool students will be participating in school wide field trips during the school year. (**ONLY** Full time Adult Education Students will be allowed to attend these field trips.)
- Due to concerns regarding child restraints (car seats), infants (18 months or younger) **WILL NOT** be allowed to participate in field trips. The F.A.C.E. program abides by the regular school transportation policy and government regulations, especially regarding safety concerns and liability.
- Following the bus on the field trips in your own vehicle is at your own discretion. Tse'ii'ahi' Community School and the Family and Child Education Program (FACE) are not responsible for any accidents due to travel on your own.
- All participants must get on and off the bus at the school.
- **NO** school age children (other than FACE) will be permitted to go on field trips.
- If you sign up, **make every effort to participate in all activities with your child.**
- Please follow bus safety rules at all times. Be aware of where your child is at all times. Children must be seated at all times. No hot drinks (coffee) are allowed on the bus. Keep your area clean. Eating on the bus is discouraged.
- Please follow the itinerary regarding time.

- Come at least thirty minutes early ahead of departure. This will allow you to have breakfast at the school cafeteria.
- When eating at restaurants, tipping is appreciated, especially when a mess is left behind.
- Use of cell phone is discouraged while on the bus. Parent and child interaction will be encouraged.

ABSOLUTELY NO ALCOHOL CONSUMPTION ON TRIPS.

You will be asked to get off the bus if you are under the influence of alcohol or tobacco/drugs.

Each child must be accompanied by his/her **ENROLLED** parent/caretaker during the duration of the field trip.

Only adults that are on the child's check out list will be allowed to check out the child.

Children shall enter and leave the vehicle and/or bus from the curb-side unless the vehicle is in a protected area or driveway. Parents shall closely supervise children entering and leaving the vehicle and/or bus at all times.

Please look out for each other.

Imagination Library-Dollywood Foundation

- Families with enrolled children, ages 0 to 5, will receive an age appropriate book each month. Each child must be enrolled and actively participating in the F.A.C.E. program to receive a book.
- If you are dropped from the program, your child will be dis-enrolled from the Imagination Library.
- Notify teachers and parent educators about the book you receive, as there are additional activity cards you may use at home to strengthen language and literacy.
- Notify teachers and parent educators if you did not receive your monthly book or to update your information, such as change of address.

Kitchen-School Cafeteria

- Remember, safety comes first.
- Students with know food related allergies and special feeding needs must provide a statement form a health provider. The statement will be made available at the cafeteria and placed in the student health records. Documentation must be provided and is valid for the current school year. Updates must be made annually. The school cannot accept written notices from parents.
- Absolutely **NO** cell phones in the cafeteria. This includes texting. Remember, parents are their child's first teacher.
- Meal forms will be completed for both adults and children.
- No sodas or junk food will be allowed in the school cafeteria.
- Parents/ adults/children are encouraged to practice table manners.
- Encourage your child(ren) to eat their food. Talk to your child(ren) about what they are eating. Please help your child cut up their food.
- All food must be eaten in the cafeteria. Due to health and safety, food should not be taken out of the cafeteria.
- Clean your area after eating.

Clothing Apparel

- During cold weather, children should be dressed appropriately.
- Adults should dress appropriately. Revealing apparels such as low-waisted jeans, low-cut tank tops, t-shirts with offensive language or promotion of alcohol/substance abuse should not be worn. (See TCS handbook)

Student Conduct (Adults)

- Tse'ii'ahi' Community School is a drug and alcohol free and no-bully zone.
- No-bully zones include at Tse'ii'ahi', public meetings and but not limited to social media (Facebook, twitter, snapchat, etc.)

- Parents are reminded that inappropriate public displays of affection or exposure of hematomas (hickeys) are unacceptable.
- The F.A.C.E. program will abide and adhere to the current TCS school Handbook regarding discipline, school activities, etc.

Collaboration with Community Resources

The Tse'ii'ahi' FACE Program will develop and maintain partnerships and professional relationships with community resources/agencies, consultants and organizations within the community (federal, state, county & tribal) that will further the programs capacity to meet the needs and interest of the children and families served in the program, which are culturally and linguistically appropriate. Continuity of services will be established through communication between the FACE staff and the community resource/agency, which also include families with children with disabilities, behavioral challenges and other special needs.

Memorandum of Understanding (MOU)

The school, in which the FACE program is affiliated, has a standing memorandum of understanding with the local Indian Health Services (HIS)/ Crownpoint Comprehensive Healthcare Facility and works closely with the public health department to continually monitor health information. Reports of high communicable infections are reported to the Indian Health Services.

Child Supervision

- Parents need to supervise their children throughout the daily schedule such as breakfast, PACT Time, Lunch time, at the playground, school sponsored events and on field trips.
- When children are entering or leaving the vehicle, the following safety precautions shall be taken during field trips or pickup/take home of center-based students:
 - Children shall enter and leave the vehicle and/or bus from the curbside unless the vehicle is in a protected area or driveway. A staff member shall closely supervise children entering and leaving the vehicle and/or bus at all times.

Regular School Program

- Adults who have children enrolled in Tse'ii'ahi' Community School and participate in the Family and Child Education program are encouraged to become actively involved in their child's learning by participating in PACT Time in the Elementary, parent/teacher conferences, Parent Advisory Committee (PAC) meetings, transition activities, and other scheduled school events throughout the year.
- Program service provide seamless and meaning services to families enrolled in the program through collaboration amongst FACE Staff and school staff. These connections are planned, purposeful and developed by the entire team, including the FACE Coordinator. These connections are across home-based and center-based services, delivered through curri

Family and Child Education Staff

- Linda Delgarito, F.A.C.E. Adult Educator
- Barbara Cunejo, F.A.C.E. Preschool Teacher
- Aaron Tsosie F.A.C.E Early Childhood Co-Teacher
- Wenona Johnson-Morris, F.A.C.E. Parent Educator/ F.A.C.E. Coordinator
- Thelma Osman, F.A.C.E. Parent Educator

Tse'ii'ahi' Community School High Five Rules

- Be Safe
- Be Respectful
- Be Responsible
- Be Here/Be Ready
- Keep your hands, feet and other objects to yourself

Monthly Fire-Drill Procedure

*Teachers take with you on every Fire Drill: First Aid Kit & Attendance Book & List of Emergency Contact Numbers.

1. Fire Drill Alarm (Loud Siren on going & Strobe lights)
2. Exit building to identified location (Evacuation is time and we must exit and be at identified location in less than 2 minutes):
 - Library, FACE, Kindergarten, SPED Program 2nd, 3rd & 4th graders to West Entrance outside gate
 - 1st grade, Computer Lab and Administration to South side of Playground & wait outside of the fence
 - Kitchen staff to South gate and wait outside the fence
 - Teachers, with parents help make sure all lights are turned off and all interior doors are closed. Make sure radio is turned off.
 - All School visitors must follow fire drill protocols, ie: if you are in your vehicle you must exit the vehicle and follow the students off campus.
3. Mr. Willetto, and L. Begay will check buildings for fire drill protocol; students are not to be left behind, all lights are turned off, all windows and doors are closed. Mr. Pine or Acting will do class check with the teacher.
4. Teacher responsibility: Take roll call immediately, look for Principal or Acting and raise your hand to signify that all your students are out and safe. If you are missing a student let the person in charge know ASAP.
5. Wait for signal from Principal or Acting to return to class.

Lockdown Procedure

*Teachers make ready: Activity Kit, Roll Book and Parent Contact list

*Select a secure location within the classroom with limited or no view from window.

1. Lockdown Alarm – Verbal announcement over Intercom: Lockdown, Lockdown
2. Move all students to secure location within the classroom.
3. Close blinds and make sure all doors are locked.
4. Teacher(s) locate to safe location with students.
5. Inform students and to remain QUIET.

***Absolutely no phone calls to the office.** Phones will be used to communicate with the Department of Safety personnel only. Please do not call each other on your personal cells to create confusion. Wait for instruction from the Principal or Ronald Willetto.

- * Students must stay in their classroom.
- *Stay away from all windows.
- 6. A sweep will be conducted for all student, staff and guest safety.
- *Do not open door
- 7. Everyone in the classroom must participate in the lockdown (No exceptions).
- 8. Wait for Principal/Acting or Mr. Willeto for Lockdown clearance.

THERE IS NO TIME FRAME ON THE LENGTH OF A LOCKDOWN. PLEASE REMAIN CALM AND KEEP STUDENTS QUIET!

The lockdown is for student and staff safety. Teacher and Education Technicians you are the children's primary source of protection. Do not place yourself in danger at any time. Lock the DOOR! Make sure you know where all your students are at. We will let you know when the conditions are safe. There is no time frame as to how long we would be in a lockdown. BE PATIENT! Make sure students have something to keep them quiet and occupied. Clearance will be provided by the Principal/Acting or by Mr. Willeto.

I, _____, have been orientated on the 2023-2024 FACE Handbook and understand the contents therein. I will make every effort to meet the 75% participation or better. If not, I understand that a conference (problem-solving) will be held with me regarding my participation in the program.

Participant's Signature: _____ Date: _____

FACE Staff: _____ Date: _____