

# Regulation IHCG

## Las Cruces Public Schools

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Related Entries: IHCG  
Responsible Office: Chief Academic Officer

### K-3 PLUS

#### I. PURPOSE

To provide requirements and procedures for the enforcement of LCPS Policy IHCG: K-3 Plus.

#### II. DEFINITIONS

1. “*High poverty public school*” means a public school in which 80% or more of the students are eligible for free or reduced-fee lunch at the time the public school applies for the program.
2. “*K-3 Plus*” means a program that is an extension (25 days) of the regular school year that provides high quality instruction for all students based on state standards, including students with special needs, in grades kindergarten through third grade.

#### III. GUIDELINES

- A. As determined by the New Mexico Public Education Department, K-3 Plus shall be implemented in high-poverty public schools that meet the following legislative criteria: (1) meets the 80% or more of the students who are eligible for free or reduced-free lunch at the time the school applies for the program; (2) An elementary school with a D or F school grade at the time of application or schools that improved their school grade with K-3 plus and wish to continue the program; or (3) an elementary school that serves students in specific grade levels between kindergarten and third grade that is not otherwise eligible that receives students from or sends students to another elementary school that is eligible and participating in the regular course of the school district attendance zoning.
- B. The exact days for the K-3 Plus program will be determined on an annual basis by the designated individual from the Academic Division and in conjunction with other department directors.
- C. The K-3 Plus program shall include specials activities such as music, physical education and art.
- D. K-3 Plus program teachers shall participate in professional learning communities (PLC). Professional learning communities shall include

teachers and administrators to work collaboratively to seek and share learning and to act on their learning. The goal of participating in PLC is to enhance teacher effectiveness for students benefit.

#### **IV. PROCESS**

##### **A. Instruction**

1. A New Mexico highly qualified teacher shall teach students in the program. Every effort shall be made to ensure the students in each K-3 Plus classroom continue with the same teacher for the regular school year.
2. Differentiated instruction shall be provided and appropriate intervention services shall be delivered in compliance with the state's RtI framework, SAT and the three-tier model of student intervention.
3. The K-3 Plus program is an optional educational opportunity open to all students in kindergarten through grade three (3) within eligible schools. If a parent chooses to have their child(ren) who has/have a disability as defined by the Individuals with Disabilities Education Act (IDEA) and an Individualized Education Program (IEP) participate in the K-3 Plus program, each school, through the student's IEP team, will determine what related services, supplementary aides and services including accommodations and modifications are necessary for the student(s) to access and participate in the K-3 Plus curriculum.
4. If a student participates in a dual language instructional program during the regular academic school year, every effort shall be made to provide said program to students during K-3 Plus.

##### **B. Curriculum**

1. K-3 Plus will be consistent with instructional goals of the district, ensuring both the rigor and quality of instruction based on state standards.
2. Curriculum during K-3 Plus shall consist of essential skills as determined in the K-3 Plus pacing guides.
3. Language Arts

K-3 Plus school shall use the state adopted standards for English Language Arts and incorporate the following into the curriculum in support of the anchor standards:

- a. Students will read closely from a broad range of high-quality and increasingly challenging literary and information texts.
- b. Students will develop and use writing as a way of stating and supporting opinions.

- c. Students will develop speaking and listening skills by taking part in a variety of rich, structured conversations.
- d. Students will use conventions of standard grammar usage mechanics as well using language to convey meaning.

#### 4. Mathematics

K-3 Plus school shall use the state adopted standards for mathematics and incorporate the standards for mathematical practice into the curriculum in support of learning for the following:

- a. Make sense of problem and persevere in solving them
- b. Reason abstractly and quantitatively
- c. Construct viable arguments
- d. Model with mathematics
- e. Use appropriate tools strategically
- f. Attend to precision
- g. Look for and express regularity in repeated reasoning

#### C. The enrollment process shall:

1. be open to any LCPS student in grades kindergarten through third grade who attends an identified K-3 Plus school;
2. include an enrollment application for each student and submitted by the deadline, in order to attend;
3. include a letter of acceptance that will be sent home to parents during the month of May to inform parents of transportation, school hours, and location (if summer construction work requires the K 3 Plus program to relocated to a different site).

#### D. Attendance

1. Attendance shall be accurately recorded on a daily basis by the classroom teacher and shall be entered into the online student management system.
2. Attendance incentives shall be included (each school site can use up to, 2% of the school's awarded budget) for student recruitment and to ensure regular attendance by K-3 Plus students.
3. The district's STARS Coordinator will report attendance records into the New Mexico Public Education Department's Student Teacher Accountability Reporting System (STARS).

#### E. Grading

1. Teachers will maintain accurate academic records in the student management information system.

2. Students and parents shall be provided with a progress report at the end of the program.
3. The progress report shall remain separate and different from the first quarter grades.

F. Assessment and Data

1. All students will be given required assessments as determined by the New Mexico Public Education Department and/or the district.
2. Teachers and principals will use available student achievement data to guide instruction.
3. Student achievement data shall be shared with parents and among teachers during PLC.

G. Professional Development

1. All teachers new to the K-3 Plus program must complete literacy and/or math training through professional development provided by the district or through the PED online literacy and math training modules.
2. Prior to the start of the K-3 Plus Program, a separate planning and preparation day will be provided for participating teachers to analyze student data, plan for instruction and to prepare classrooms.
3. All teachers will participate in PLC as determined by the school principal.

H. School and Principal Responsibilities

1. The principal of each K-3 Plus school shall work in conjunction with the designee from the Academic Division for completion of the application.
2. The school principal will supervise instruction to include but not limited to: conducting classroom walkthroughs, analyzing data, parent and staff communication.
3. The school principal and designated staff shall comply with the list of due dates, to include:
  - a. Applications and budget worksheets
  - b. Warehouse orders
  - c. Building use request
  - d. Finalized student list entered into the online management system
  - e. Student transportation list
  - f. Instructional materials order

- g. Needs of students who require special education services
- h. New Mexico Public Education Department reflection forms
- i. Plan to monitor the attendance of students.

**V. REVIEW**

This Regulation shall be reviewed on an ongoing basis in accordance with the Board of Education policy review process.



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*Approved, Erlinda Martinez*  
*Chief Academic Officer*

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January 8, 2018

*Date Approved*

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**Legal Reference:** §22-13-28, NMSA 1978