



Student-Parent Handbook 2023 - 2024

MAY CENTER CAMPUS

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CONTACT

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ABOUT MAY CENTER FOR LEARNING

Mission Statement

May Center for Learning empowers intelligent students with learning differences to be successful, confident learners who recognize the importance of communication, collaboration, and community.

We accomplish this goal by focusing on four specific success attributes: Literacy, Empowerment, Advocacy, and Principles—LEAP.

Literacy

"I am an active participant in my education. Language skills are necessary for life. I am developing these skills so that I can be successful in whatever I choose to do."

Empowerment

"I am an intelligent, unique human being. I am developing flexibility in my thinking and behavior. I take responsibility for my own actions. I can do this."

Advocacy

"I am an advocate for myself, others, and what I believe in. Standing up for myself while respecting my classmates helps us all move forward. As I become more confident, I can share what I have learned with other people."

Principles

"I am a member of a supportive community. I will respect others by imagining what it is like to be in their shoes. As I understand different ways to see the world, I am more creative in solving problems."

Diversity Statement

May Center for Learning is a diverse community that celebrates differences with a conviction that successful education develops basic principles such as respect and empathy. Through our programs and curriculum, we foster tolerance for differences in gender identity, race, ethnicity, socio-economic group, religion, and sexual orientation. We do not discriminate on the basis of these differences; in fact, we affirm that varying perspectives enrich the life of our educational community and the world around us.

Governance

May Center for Learning, a 501(c)(3) nonprofit corporation, is governed by a Board of Trustees. Trustees serve as volunteers and receive no remuneration for their service. The Board is entrusted with the fiscal security of the corporation, perpetuating the founding purpose of the school and advancing the mission of May Center through long-range planning, board development, and fundraising.

The May Center for Childhood Development encompasses several programs that use the same research-based methodologies as those used at May School, as well as an evaluation center providing children ages 5-18 with in-depth, psychoeducational evaluations. May Center's program offerings include LEAP Skills Classes held during the summer; these classes consist of 4 students or less and focus on reading and writing intervention using evidence-based, structured literacy curricula. For more information regarding these programs and services, please call 505.983.7407 or visit www.maycenter.org/childhood-development.

ABOUT MAY SCHOOL

May School Overview & Objectives

May School serves exceptional students from Pre-K through 8th grade, specializing in those with learning differences such as dyslexia, ADHD, and language processing disorder. Each student's program is individualized to meet his or her needs and is taught by faculty who have completed extensive training in multisensory language teaching, the 'gold standard' for students with learning differences.

At May School we aim to:

1. provide a structured, predictable learning environment that minimizes distractions and maximizes individualized instruction.
2. engage students in a coordinated, individualized, multisensorial curriculum designed to develop the tools of reading, writing, spelling, speaking, listening, and mathematics necessary to gain, retain, and explain knowledge.
3. cultivate a learning environment conducive to physical and emotional health, success, and mutual respect.
4. empower students to be proud of their unique abilities and differences and to advocate for their own needs.
5. educate parents, teachers, and the general public about learning differences.
6. change the generally accepted notion of "normal or typical learners" to include those who learn differently.
7. encourage general education teachers to embrace multisensory best practices for the success of all learners.

SCHOOL ATTENDANCE

Drop-off and Pick-up

Students will be dropped off and picked up at the west wing located beside the school playground. ***It is critical that students consistently arrive at school on time and that parents are on time for pick-up.***

- Drop-off time is 8:10 - 8:25 AM, Monday - Friday. Classes begin promptly at 8:30 AM.
- Pick-up time is 3:00 - 3:15 PM from Monday - Thursday and 12:00 - 12:15 PM on Fridays.
- We strongly encourage students to exit vehicles independently.

Parents who need to pick up their child outside of the regular pick-up schedule should email attendance@maycenter.org or call the school office at (505) 983-7407.

Tardiness or Absence

Please email attendance@maycenter.org as soon as possible if your student will be tardy or absent for any reason. If you cannot email, please call the school office at (505) 983-7407.

Any student arriving late to school will be asked to remain in the hallway outside of their classroom until their teacher admits them. This will help eliminate distractions for other students engaged in learning.

Attendance Intervention

Because timely attendance is critical to the success of our students, school staff will communicate to parents beginning when 3 absences are accumulated within a semester. If 5 or more absences are accumulated, school administrators will meet with parents to implement an Attendance Improvement Plan. *May Center reserves the right to deny credit for the semester to any student with chronic absences.*

Note: If a student has an extended planned absence, parents should notify school administrators well in advance so that a plan can be devised to make up for work that will be missed.

Chronic Absenteeism

As defined by state law, chronic absenteeism means a student has been absent for 10% or more of school days for any reason, whether excused or unexcused. (For our school year, 10% equals 16 days.) School administrators will contact parents in writing and will meet regularly with parents and teachers of any student approaching this benchmark to ensure the student's Attendance Improvement Plan is being faithfully executed. If a student reaches a 20% chronic absence rate of excused or unexcused absences within a school year, parents will be notified in writing and school staff may make a referral to the appropriate children's social services agency. (For this school year, 20% equals 32 days.)

Inclement Weather

In case of inclement weather, May Center typically follows the Santa Fe Public Schools with regard to start time. A public school cancellation of classes will mean a cancellation of all activities at May Center for the day. On occasion, May Center may need to cancel classes even if public schools are in session. School administrators will communicate any closures or weather delays to parents via email.

SCHOOL HEALTH & SAFETY

School Safety

May Center has an emergency plan in place which includes procedures for fire, evacuations, shelter-in-place situations and lockdowns, as well as faculty roles and responsibilities during emergencies. We adhere to all state regulations regarding safety drills and inspections and consistently review and revise our emergency plans based on emerging best practices. In addition, May Center has invested since 2021 in the RAVE Mobile Safety System, a critical communication platform allowing staff members to communicate directly with first responders and other staff members during school safety, medical and other emergencies. To learn more about the RAVE Mobile Safety we use, please visit <https://www.ravemobilesafety.com/industries/k-12/>.

If a student threatens a violent act or otherwise indicates violence, May Center administration will conduct a threat assessment to ascertain the nature and intent of the threat. A threat may be defined as any statement or gesture, explicit or implicit, that suggests harm to another or self. This may include - but is not limited to - statements made verbally, in writing, or on social media. All May Center employees will immediately report any known threats to May Center administration. During the threat assessment, the student may be put on leave and asked to see a mental health provider of the school's choice as part of the assessment. Following this assessment, the school administration will decide on a course of action related to the threat, which may include behavioral intervention, psychological counseling, consequences, suspension, or expulsion.

COVID-19 Health & Wellbeing

As the COVID-19 pandemic continues, we have updated our COVID-19 FAQs on our website at <https://www.maycenter.org/for-parents> to help ensure the health and well-being of our students and staff. We regularly review and update our guidance as information on best practices becomes available.

SCHOOL COMMUNITY GUIDELINES

Behavior Expectations

May Center for Learning is a community built upon a foundation of mutual respect. All students, teachers, and parents are expected to respect each other in all aspects of our community. To that end, we expect that our community members will:

- a. practice honesty in their words and deeds.
- b. respect themselves, each other, and the learning environment.
- c. express differences of opinion through calm and respectful discussion.
- d. honor the differences that make each of us unique.
- e. at no time resort to verbal or physical intimidation or bullying.

Any student in violation of these behavior expectations will be subject to consequences. Logical consequences will focus on giving back to our community to restore what has been harmed.

Positive Behavior Supports

May Center for Learning programs emphasize developing self-regulation skills. A student demonstrating difficulty with self-regulation will be supported through a behavior analysis plan that focuses on addressing the reason for the behavior. This plan will involve positive behavior supports, mindfulness, logical consequences, and/or explicit behavior skill instruction.

School Counseling

May Center for Learning offers on-site school counseling provided by a highly qualified, experienced, LMHC (licensed mental health counselor) with a school counselor's license. Referrals for services can be made to our school counselor by teachers, parents, administrators, the counselor's own observations, or students themselves. May Center's school counselor helps students problem solve, learn to cope with their emotions, and meet academic, personal, and social goals. Our counselor helps parents by providing support when seeking help, connecting parents with local agencies, and reviewing their child's academic and behavior development. Counseling sessions with students can take place individually or in small groups. All information shared with the school counselor will remain confidential, unless a student shares a plan to harm themselves or someone else, or there is suspicion of abuse or neglect that must be reported by law to the appropriate authorities. The counselor may only share information with May Center teachers with student or parent permission.

STUDENT CODE OF CONDUCT

This Code of Conduct applies to students whenever they are present at May Center or on May Center property; participating at school-sponsored events regardless of location; or participating in distance or online learning.

Respect for Self

Students are free to express themselves through their attire, provided that it does not: promote or suggest racism, bigotry, sexism, or intolerance; cause disturbances or distractions in school; promote, advertise, display, or advocate alcohol, drugs, smoking, or substance use; promote or advocate violence; suggest sexual labels or stereotypes; contain profanity or vulgar language; or compromise the health and safety of the student or others.

Sunglasses and hats are not permitted to be worn indoors. In addition, May Center is a fragrance-free environment.

Respect for Others

Students will engage positively with peers and staff and will respect and promote the safety and well-being of all members of our community. Students will respect diverse experiences and identities and strive to be compassionate and empathetic. Any disrespectful, intimidating, harassing, threatening, bullying behavior or physical intimidation of or violence against another student or staff member will be reported to school staff immediately and will result in consequences for the student.

Respect for Property

Students will respect what belongs to others and to May Center for Learning by obtaining permission to use it for its intended purpose. Any damage to, loss of, or misuse of property will be reported to school staff and will result in consequences for the student.

Alcohol, Drugs and Tobacco Products

Students will not possess, use, distribute, and/or sell alcohol, tobacco products, drugs and other mood-altering substances or medication prescribed for another person while involved in any May Center programming or activities. Any violation of this rule will be reported to school staff immediately and will result in consequences for the student.

Weapons, Threats or Other Indications of Violence

Students will not possess or use any weapon (such as a knife, firearm, firearm component, ammunition, explosive or incendiary device) while at May Center or while participating in May Center-sponsored activities. Possession includes, but is not limited to, having a weapon in a container, bookbag, purse, or vehicle. Any violation of this rule will be reported to school staff immediately and will result in severe consequences for the student, up to and including suspension or expulsion.

Note: In order to ensure that each student feels safe at school, students must refrain from talking about guns, showing photos of guns, or including guns in their drawings during school, unless the topic is directly related to curricular content such as a history lesson. The topic of guns is simply not an appropriate school subject given the context of school safety.

Serious Offenses and Reporting

May Center considers the following actions and any other criminal offenses committed by a student to be serious and reserves the right to report any of these to law enforcement, including, but not limited to:

- Possession or use of weapons or facsimile weapons
- Possession, use, or distribution of illegal drugs, alcohol or tobacco
- Violence, assault, battery (including written, verbal, graphic or physical threats)
- Gang-related activity
- Harassment and/or stalking
- Bullying
- Hate crimes
- Hazing
- Threats to any school personnel and volunteers

Student Dismissal

May Center's primary responsibility is the protection of all its students, a responsibility which we take very seriously. May Center reserves the right to dismiss any student who is in violation of the code of conduct. It will also be noted in the student's permanent record if he/she/they was suspended or expelled for a serious infraction, such as possession of a weapon or violence against another person. The parents or guardians of a student dismissed for disciplinary reasons will still be responsible for paying the remaining tuition balance for that school year.

Communal Responsibility

Students have the right to feel safe and secure at school. If at any time a student feels threatened, or witnesses a threat made by another student, he/she/they should inform a staff member immediately. It is each student's responsibility to report any threats of violence, possession of a weapon, drugs, alcohol, tobacco, or other illegal material to a teacher or school administrator. Observing the motto of "see something, say something" will ensure that all members of our community remain safe.

May Center staff members may take discretionary action any time the educational process is threatened with disruption. Nothing in this handbook is intended to prevent a staff member, teacher, director or other administrator from using her/his/their best judgment with respect to a particular situation.

Non-Discrimination

May Center for Learning expressly prohibits harassment based on gender identity, race, ethnicity, sexual orientation, religious orientation, or any other basis. No student shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any educational program or activity on the basis of race, sex, gender identity, religion, color, national origin, linguistic and language differences, sexual orientation, learning differences, physical abilities, or socioeconomic status. May Center's student code of conduct will be enforced fairly and in an age-appropriate manner for all students.

COMPUTER USAGE CONDITIONS AND EXPECTATIONS

Digital Safety

Students are expected to follow the basic guidelines of digital safety. These include, but are not limited to, the following:

- a. Students should not give out personal information about themselves or others such as last name, address or phone number.
- b. Students should not share passwords with friends or untrusted sites.

Learn more about privacy and online safety at [Common Sense Media](https://www.commonsensemedia.org/privacy-and-internet-safety).

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Acceptable Use

Any email, chat, and document features must only be used for class-related conversations between a student and their teacher and/or classmates. The time spent logged into a May Center account on the school computers must be for *educational purposes only*. Students are not to use a May Center account or computer for personal emails, games, social media sites, or other sites deemed inappropriate by May Center faculty.

Any harassment, inappropriate language, or cyber bullying will not be tolerated and will be dealt with according to May Center policies.

Google Platform

Google Classroom, Google Meet, and other Google products are platforms that may be used by May Center students. All May Center students are provided a May Center Google Account, which they should use for May Center programming only.

Please review the [Google Workspace for Education Privacy Notice](https://workspace.google.com/intl/en/terms/education_privacy.html).

https://workspace.google.com/intl/en/terms/education_privacy.html

GoGuardian

In order to create a safer digital environment for our students, May School utilizes GoGuardian Chromebook management software. This allows our staff to both restrict student access to online content and monitor student computer usage and search history in real time.

Other Software

Other software, such as apps or extensions, may be used from time to time in the course of the school year. Student use of this software will be directed by teaching staff and will be used for educational purposes only.

Student Work

It is important that students understand copying and pasting material they find online into their own school work without citing is a form of plagiarism. Students agree to cite sources when necessary. Teachers will work with students to understand plagiarism and how to properly cite sources.

Confidentiality

Students agree not to audiotape, videotape, record, or photograph, in any manner, any virtual group or class, lesson, or meeting.

Computer and Hardware Care

Students are expected to treat their May Center Chromebooks and other hardware with care. Students will agree to:

- a. Use their computer and other hardware with clean hands.
- b. Keep food or drink away from the computer.
- c. Maintain settings of the computer as-is.
- d. Ask for permission before adding or removing programs, extensions, or add-ons to or from the computer.
- e. Charge their computer after each use.
- f. Clean and disinfect the computer regularly.
- g. Report any problems with the computer immediately to their teacher.

A student's family may be held responsible for any damage incurred to a May Center Chromebook or other hardware from a student's negligence while at school or outside of school, up to and including the purchase of a comparable replacement.

May Center reserves the right to deny access to a computer if a student mistreats the computer or repeatedly fails to follow these conditions and expectations.

ESPECIALLY FOR PARENTS OF MAY SCHOOL STUDENTS

Support and Involvement

All May Center families agree to work with May Center faculty and staff to provide support services for their students. Should May Center administration make a recommendation for outside support (such as speech therapy, occupational therapy, or counseling), parents are asked to follow through with this support in a timely manner.

Participate

Because the success of a student with learning differences is based on a school/parent team effort, we ask that parents faithfully attend parent-teacher conferences and communicate with their child's teacher should any questions or concerns arise.

Volunteer

We welcome parental involvement as volunteers in many areas, ranging from service on the Board of Trustees to working on a special event or fundraising committee.

Donate

Like all non-profit schools, we rely on generous contributions from our families to help fund our need-based financial aid program and our faculty salary pool. We ask each family to make an annual fund gift that reflects their own capacity to contribute. ***Our most important goal—and the one external funders pay close attention to—is participation by 100% of our families.*** Thank you for helping us reach our goal! Our yearly Charidy Fundraising campaign, usually held in the month of May, is a wonderful opportunity to make your annual fund gift. During this 24-hour drive, all donations are matched by our generous matchers.

Student Progress

May School student progress is reported three times per year as summative and formative assessments. These reports are given to parents at each parent/teacher conference. In addition, each student takes a standardized assessment annually to gauge his/her progress as compared to national norms.

Field Trips and Off-Campus Activities

May School students may participate in off-campus activities. Parents will receive advance notification of all field trips. If you do not wish for your child to participate in a specific activity, please inform his/her/their teacher.

STUDENT MEDICAL INFORMATION

Forms

All parents must annually provide an **updated immunization record** (to include any COVID-19 vaccinations) or a copy of the state-approved waiver. Please return these forms by Wednesday, August 16, 2023.

Illness

Please keep your child home from any May School activity if they have symptoms of any contagious illness.

If your child becomes ill while at school, you will be called and asked to pick him/her/them up as soon as possible. Please ensure that we have appropriate and up-to-date contact information throughout the school year.

Medical Conditions

Be sure to inform May School on the Emergency Contact Form of any of your child's medical conditions (allergies, diabetes, seizures, etc.).

Prescribed Medication

It is vital that we are aware of all medication your child takes. Please be sure to notify us any time prescription medications change.

****If your child needs to take any medications while at school or carries an EpiPen,** please contact our May School Manager, Patty Conway (patty@maycenter.org), to complete and sign the **Medication at School Form** and to provide the necessary medication in its original container (no baggies, envelopes, etc.). Students MAY NOT possess medication at school, except for asthmatic inhalers and Epi-Pens.

FINANCIAL POLICIES

No Partial Contracts

Tuition charges may be paid in installments. This does not constitute a partial contract. The parent understands this enrollment contract is made for one full school year and that May Center for Learning has budgeted its annual expenditures and engaged personnel in reliance upon this agreement.

Methods of Payment

1. Automatic Bank Withdrawal
2. Credit Card

Payments made with credit cards will be charged a 3% service fee.

3. Checks

Payments made by check are only accepted for one- or two-pay options or for the initial deposit and tuition insurance payment.

Late Payments

May Center for Learning can withhold services from the student if the student's account is in arrears. May Center for Learning will not allow re-enrollment for the next year if the student's account is not current. No transcripts, reports or other student documents will be released to the parent or an institution until the account is current.

Interest of 2% per month will be charged for each month, or portion thereof, on balances that are more than 30 days overdue.

If any charges owing under this Enrollment Agreement are collected by or through an attorney at law, collection agency, or other means, the parent agrees to pay all costs of collection, including but not limited to attorney or collection agency fees.

Order of Payments

Payments are applied first to the oldest balances due.

Insufficient Funds

Payments which are not processed due to insufficient funds (NSF), whether returned checks, declined credit card payments, or rejected electronic fund transfers, will be subject to a \$35 charge.

Please see your May Center enrollment contract for complete financial policies related to that contract.

Questions regarding financial policies or payments may be directed to our Business Manager, Rachael Beuchler, at businessoffice@maycenter.org.