

Welcome to Ethel W. Staton Elementary School. This handbook has been prepared to give you an overview of the policies and procedures of our school. Important information is included for your future reference. Your child's teacher will give additional information about your child's classroom to you. We sincerely hope you will feel at home with your child's school, its expectations, and the many opportunities for your child's success.

Vision

The staff at Ethel W. Staton Elementary School envisions a school environment that provides a safe, orderly place for children to learn and grow. It is a place where students' needs are first, a place where high expectations are for all: students, parents, and staff. It is a place where everyone is valued and treated with respect.

Mission

The mission of Ethel W. Staton Elementary School is to provide instruction, which maximizes the academic achievement of all students, to instill in students a life long commitment to learning, to empower students with knowledge, tolerance, understanding, and a sense of self-worth, compassion, and a desire to cooperate and serve others. Further, our mission is to provide students with a safe and orderly learning environment, a place where their needs are first, and a place where students, parents, and staff join together in mutual respect for each other to optimize the educational process.

ANIMALS Animals are not allowed on campus. We ask that when dropping off or picking up our children you do not bring any animals on campus.

ASSEMBLIES Assemblies are planned for the students' education and enjoyment. Students will be seated in an orderly and quiet manner. Students are expected to follow all the directions given, to give full attention to the presenters, and to demonstrate courteous audience behavior. Inappropriate behavior will not be tolerated and will result in the student being removed from the assembly. Students who are asked to leave may forfeit their right to attend a future assembly or activity.

ARRIVAL AND DEPARTURE The school office hours are 7:30 a.m. - 4:00 p.m. The playground will be supervised beginning at 8:45 a.m. each school day. **Since supervision is not available prior to 8:45 a.m. and the safety of your children is of the utmost importance, students are not to arrive at school before that time.** There is a Safekey Program before and

after school available to parents who need daycare. The **Safekey phone number is 229-2526**. The school start bell for line up will ring at 9:05 a.m. Classes begin at 9:10 a.m. All students will be dismissed at 3:21 p.m. and are to go directly home. Students not picked up by 3:45 p.m. will be referred to Pupil Personnel and then transported to the Boys and Girls Club in North Las Vegas.

ATTENDANCE Regular attendance is not only important to your child’s success in school, but it is the State Law and District Policy for all students to attend school during all times that the public school is in session. Please call the school office when your child is absent and send a note to the teacher when he/she returns. The school must have a written note within three days to excuse any absence. Please reference the “Parent’s Guide to School Attendance”.

To abide with State Laws and District Policy as well as the safety of your child, the attendance of your child is monitored daily through the classroom and the school office. In accordance with these laws and policies, you will receive a standard letter from the school notifying you of your child’s sixth, tenth and sixteenth absence. The purpose of this letter is to keep you informed of your child’s absences throughout the year. An example is on the next page.

Leaving Campus During School Hours Students may not leave campus prior to the close of the school day without office authorization. The parent/guardian must come to the office to sign the student out of school. **UNDER NO CIRCUMSTANCES SHALL THE STUDENT BE PERMITTED TO WAIT FOR A PARENT/GUARDIAN IN FRONT OF THE SCHOOL DURING SCHOOL HOURS.** For the safety of your child, please be prepared to show a picture I.D. when requesting early release of your child.

BICYCLES The school supplies a bicycle area for those students wishing to ride their bikes to school. The school cannot assume responsibility for stolen and/or damaged bicycles. The student must follow these procedures:

1. Bicycles are not to be ridden on school grounds.
2. Bicycles are not to be ridden through groups of walking students near the bike rack.
3. Bicycles must be locked in the bicycle area. Locks should be used on every bicycle. We strongly encourage students not to share locks.
4. Students must demonstrate bicycle safety rules.

BRINGING THINGS TO SCHOOL The only time students should bring toys, games, etc., to the school is when their teacher instructs them to do so (Show and Tell, for example). The student assumes full responsibility for any item(s) brought to the school. All unauthorized items will be taken and parents/guardians will be notified. No scooters, rollerblades or skateboards will be permitted on school grounds. No shoes with wheels (“heelies”) are permitted on school grounds. Any of the above mentioned **cannot be ridden on school grounds** due to the unsafe environment for children. Radios, ipods, etc. may not be brought to school. Cell phones will be permitted on school grounds but cannot be turned on during the school day. Any misuse of cell phones will result in the cell phone being taken away and the parent will need to pick it up from the school.

CLASSROOMS Classrooms **will not** be opened for children to retrieve anything once the classroom teacher has left for the day. This helps promote responsibility in children and safety of the classroom.

CLOSED CAMPUS E.W. Staton Elementary has a closed campus during the scheduled school day. A student is not permitted to leave campus at any time unless he/she has checked out through the office with a parent or guardian. Parents/guardians must check-in at the school office and pick up a badge when visiting the school campus.

CLUBS AND ACTIVITIES Student government, clubs, and activities are an important part of E.W. Staton School and are designed to increase student awareness of the world and to develop skills essential to social and economic growth. All students are encouraged to participate in activities scheduled by the school and its sponsors.

DISCIPLINE Schoolwide and classroom rules are established to maintain an orderly, disciplined and safe learning environment to protect the rights of all students and staff members. Students are encouraged to consistently follow school/classroom rules of conduct, to set a good example for others, and to reflect upon how their behavior affects others.

Rules of Conduct

1. Act responsibly and cooperatively.
2. Treat all students and adults with courtesy and respect.
3. Be considerate of others.
4. Respect and care for school property and the property of others.
5. Use school equipment and facilities properly, and ensure safety of yourself and others.

Student Behavioral Expectations

1. Follow all classroom and schoolwide rules
2. Be responsible for completing all assigned work.
3. Seek and receive help when a problem occurs.
4. Demonstrate self-discipline and self-control.
5. Walk quietly and orderly in the hallways.
6. Demonstrate responsible behavior in the lunchroom and on the playground.
7. Practice good safety rules while on the playground.

Discipline Procedures

When self-discipline fails and self-control is lost, consequences must be imposed by the staff to protect the safety and rights of others. Student behavior, which continues to interfere with the educational process, will result in a parent conference. The following behaviors **will not** be tolerated:

1. Fighting
2. Use of abusive language
3. Bullying
4. Insubordination
5. Stealing
6. Destruction of property

DRESS District and school guidelines emphasize neatness, cleanliness, safety, and modesty in personal appearance. Students' dress, personal appearance, and conduct are required to be of

such character as not to disrupt or detract from the educational environment of the school or to create a safety hazard. Lipstick, make-up, and colorful hair dye are not appropriate for an elementary school. They can be a disruption of the educational setting. They should be left at home and will be confiscated if found at school. Jewelry for little children is often lost at school on the playground. Also, children wearing jewelry can be injured in normal P.E. or lunch recess. It is therefore strongly suggested that all jewelry be kept at home.

The following is the Clark County School District Dress Code Regulation:

- A. Require the wearing of shoes with soles. Students must wear appropriate shoes on Physical Education days. Tennis shoes are recommended.
- B. Require the wearing of shirts or blouses appropriately buttoned in accord with the design of that shirt or blouse. The length must extend beyond the belt level.
- C. Require that all attire be hemmed or rolled up and at least fingertip length.
- D. Prohibit wearing transparent, see-through tops, bare midriff, strapless, low-cut clothing, clothing with slits, or tops and outfits that provide minimum coverage. Boys wearing jerseys must wear another shirt underneath.
- E. Prohibit the wearing of hats on campus except for designated school-approved uniforms or at authorized athletic practices or activities.
- F. Prohibit slogans or advertising on clothing which by their controversial or obscene nature disrupts the educational setting.

Students coming to school dressed inappropriately will be sent to the school office. Parents/guardians will be notified and asked to bring appropriate clothing to school. The principal may grant exceptions for special occasions and/or special conditions.

EMERGENCY For the safety of your child, it is imperative that the school has a current telephone number where you can be reached during the school day. The school must also have an emergency number in case you cannot be reached. Be sure to notify the office of change of address, work, and home phone numbers. Please complete and return the requested information from your child's Back-to-School packet of information.

ENTERING AND EXITING THE CAMPUS Students dropped off in the "Kiss and Go Lane" will be requested to enter and exit the school playground by using both sets of stairs. Students entering the playground will walk down the left side of both sets of stairs. Students exiting the playground at the end of the day will go up the right side of the stairs. Only students riding the bus or needing additional assistance will be permitted to use the ramp for entering or exiting the campus.

When the instructional bell rings at 9:05 a.m., students will form a line at the yellow dot with their classroom number closest to the school building. The teachers will pick up their students at this spot and walk them to their classrooms to begin their instructional day. At the end of the day teachers will walk their students to the yellow dot with their room number closest to the stairs. Teachers will dismiss the students from these lines to their parents, the buses, SafeKey, or to walk home.

It is important to talk to your child and designate a specific site to meet your child each day if you will not be picking them up from the teacher. Your child's safety is of the utmost importance and adherence to these procedures will help us to enable a secure, safe and orderly arrival and dismissal of students.

It is imperative that you make arrangements for your child after the school day ends and that **your child knows what these arrangements are prior** to coming to school. It is extremely difficult for the limited office staff at Staton Elementary to receive numerous calls and give messages to all students. Messages will only be delivered in emergency situations.

Please note that SafeKey is available each day from 3:21 p.m. to 6:00 p.m. in the multipurpose room.

FIELD TRIPS Official field trip permits must be completed, signed and returned to the student's teacher before the date of the planned trip. Telephone calls from parents cannot be accepted as a form of permission to attend a field trip.

FIRE DRILLS As required by law, the Clark County Fire Department conducts monthly fire drills during the school year. Each classroom has emergency fire drill procedures posted. It is essential that students obey these procedures promptly when the signal is given.

HEALTH SERVICES It is the mission of the Health Office to assist in the academic success of your child. Services provided daily in the Health Office include general first aid, assistance with medications and physical assessments. Physical assessments may include vision, hearing, dental and scoliosis screenings with follow-up assistance in accessing community financial and health care resources.

While the goal is to keep students in school as much as possible, if a student is not feeling well, it is difficult to benefit from classroom instruction. Also, he or she may be contagious to other students and recovery time may be prolonged. If any of the following signs and symptoms is present, your child should be kept home:

- Elevated temperature
- Diarrhea
- Persistent headache
- Inflamed/sore throat
- Nausea/vomiting
- Unexplained rash
- Wheezing
- Earache

If your child has a history of an ongoing medical problem, please notify the health office so we may assist you as needed and notify the necessary teachers. All health information is confidential.

Medications given at school must be accompanied in the correct labeled container from the pharmacy. Only medications prescribed by a physician may be given at school. Over the

counter medications such as cough drops, decongestants or ibuprophen may not be administered at school without a note or prescription from your physician.

HOMEWORK Homework assignments are used as an extension/expansion of activities presented in school. It provides students the opportunity to develop self-responsibility, good study habits, and mastery of skills taught. Homework may be given three to four nights per week. Specific assignments will vary and depend upon the individual teacher. Students are responsible for completing the work and returning it to the teacher within the time allowed.

LUNCH Students may bring their own lunch, or purchase their lunch through the school lunch program. A lunch menu will be sent home each month. Listed below are the prices, which are subject to change:

Breakfast	\$.80 (includes milk and juice)
Lunch	\$1.40 (includes milk)
Milk	\$.25

Prices are subject to change from year to year. Parents/students are encouraged to purchase lunch credits on a prepayment basis. Students are allowed **only two charges** for lunch and breakfast.

NUTRITION POLICY: RECESS BEFORE LUNCH In accordance with the new State and Clark County School District policies on Nutrition, all elementary schools will have recess prior to eating lunch. To accommodate this new system, there will be five lunch periods. Each grade level will have their own recess and a scheduled lunch time. Teachers will take their students to recess at their scheduled time and students will have 15 minutes of recess and line-up on the assigned green dot to wash their hands when the bell rings.

As part of the nutrition guidelines, teachers are only permitted to give students snacks from the Clark County School District Approved List. Each teacher will have a copy of this list. Please correspond with your child's teacher regarding any treats or snacks that you provide for the class. Remember, we do not have birthday celebration parties for students during school hours.

PARKING In order to maintain a traffic safety program that is effective, your cooperation will be needed. Our goal is safety for your children. You can help us promote our safety program by observing the following regulations.

1. The west side of the front parking lot will be closed from 8:30 a.m. to 9:10a.m. and from 2:30 p.m. to 3:30 p.m. everyday for parent parking.
2. Drop off your students on Little Leaf Drive or at the drop-off area on Sageberry Drive. Do not drop off your students in the front parking lot.

3. Stop at the curb when dropping off or picking up students. Students who exit vehicles stopped in the middle of the street or driveway are in danger of being hit by ongoing traffic.
4. Have students enter or exit vehicles by the curbside doors only.

PROGRESS REPORT Reporting student progress is achieved through the following formats:

1. Periodic/weekly reports issued by the teacher.
2. Unsatisfactory progress notices given to the student on or before Friday of the fifth week of each grading period.
3. Report cards issued at the end of each nine-week period.
4. Periodic/scheduled parent/teacher conferences.

Parents/guardians are encouraged to contact their child’s teacher(s) anytime with any questions or concerns they may have regarding student progress and achievement.

Grading Student Achievement

The Clark County School District reports student achievement in reading, mathematics, writing, science/health, social studies, art, music and P.E.

- A 90-100% mastery of grade level benchmark
- B 80-89% mastery of grade level benchmark
- C 70-79% mastery of grade level benchmark
- D 60-69% mastery of grade level benchmark
- F Below 60% mastery of grade level benchmark

The following supplementary grading symbols are used for other subject and sub-skill areas and indicate accomplishment relative to individual potential:

- E Exceeds standards
- S Meets standards
- I Approaching standards/Inconsistent
- N Does not meet standards
- X Is not presently being evaluated

SHELTER IN PLACE DRILLS As of January 1, 1994, the Nevada Legislature mandated that all Nevada schools would have Shelter In Place Drills. These drills are to help the schools prepare for a situation that might arise where we would need to have the children inside and protected from the outside air.

TARDIES Morning activities in the classroom are very important and it is a disruption to the class when students are tardy. Any student who arrives after 9:10 a.m. must stop by the school office to receive a tardy pass.

TELEPHONE The school office is very busy at all times, and the office telephones are for school business. Parents are asked to make after school arrangements with their children **before they leave home.**

TEXTBOOK & LIBRARY BOOKS Students are responsible to the school for the proper care of textbooks and library books and must pay for lost or damaged books. Students are required to pay fines for damaged textbooks in accordance to the amount of damage. In cases where the damage is so extensive as to render the book unusable, the full price will be collected since it will no longer be in use. Each student shall return all textbooks issued to him/her when leaving the school, or at the end of the school year.

VISITORS Parents are welcome and encouraged to visit the school. To insure a smooth running and safe school, anyone entering the building **for any reason** must report to the office and sign in and obtain a Visitor's Badge if they are going to remain at the school.

If your child forgot his/her lunch, please drop it off at the office with the child's name and room number written on it and we will be sure it is properly delivered.

Parents should not disturb the teachers and students by going to the classrooms directly unless a visit has been prearranged with the teacher. We also ask that you drop off and pick up your children at the assigned areas. Children who are not students at E.W. Staton Elementary School are not permitted to attend classes during the regular school hours.