



**E.W. Staton
Elementary School
Student and Parent
Handbook
2016-2017**

**Dr. Joan Lombard – Principal
Christina Fitch – Assistant Principal**

E.W. Staton Elementary School

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 provide additional information about your child's classroom to you. Thank you in advance for your support!

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 STATEMENT

Staton Elementary School, in partnership with the community is dedicated to creating a challenging and enriched academic environment that promotes accountability and empowers learning for life.

MOTTO: ENCOURAGE EMPOWER EXCEL

ACCELERATED CLASSES

These classes are developed by Staton Elementary School staff to help meet the needs of accelerated learners. Accelerated classes offer the same curriculum and standards that other classes offer, but they are more challenging, faster paced, and cover topics to greater depth.

We believe that every student at Staton Elementary School has the right to an education that begins with their abilities and skills as they enter school and addresses their needs in a way that challenges and supports them to make appropriate and dynamic growth.

ANIMALS

Animals are not permitted 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 be respectful, follow all the directions given, give full attention to the presenters, and 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 8:35 a.m. each school day. **Since supervision is not available prior to 8:35 a.m. and the safety of your children is of the utmost importance, students are not to arrive at school before that time.** A Safekey Program is available before and after school for parents who need daycare. The Safekey phone number is 702-229-2526. School start time is 8:50 a.m. and students will form lines on their classroom dots when the bell rings. Classroom instruction will begin at 9:00 a.m. All students will be dismissed at 3:15 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 public school is in session. Excessive absences may be seen as Educational Neglect. Please send an email to absences204@interact.ccsd.net stating the reason for the absence within three days. If you prefer, you can send in an absence note with your student. 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 third, sixth, ninth and fifteenth absence. The purpose of this letter is to keep you informed of your child's absences throughout the year.

ATTENDANCE REGULATIONS

- Attendance enforcement is a shared responsibility between Clark County School District and the student's parent/guardian.
- Student tardiness is a serious disruption to the educational program and infringes upon the educational rights of other students.
- A student who exceeds twenty (20) absences during the school year could be retained and educational neglect may be reported.
- Parents are to request make-up work within three (3) days of the absence.
- Students are allowed three (3) days to complete make-up work for each absence.

ATTENDANCE TERMS

Tuancy- When a student is absent from school and neither the parent nor the school know the whereabouts of the student (i.e. playing hooky, ditching school).

Pre-Arranged Absence- When a parent/guardian informs the school in advance that their child will be absent. A form is available in the office. Pre-arranged absences are usually excused, but count towards the student's total number of absences.

Tardy- When a student is not physically present in a classroom at the start of the instructional day. A tardy becomes a ½ day absent if more than one hour and fifty-five minutes is missed.

Educational Neglect- A student with a significant number of absences may be classified as truant and three truancy events in a school year may cause a referral for educational neglect.

BICYCLES

The school supplies a bicycle area for 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 or sidewalks near in front of the school.
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.

No scooters, rollerblades or skateboards will be permitted on school grounds. No shoes with wheels ("heelines") are permitted on school grounds. Any of the above mentioned cannot be ridden on school grounds due to the unsafe environment for children.

BRINGING ITEMS 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. 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 and must remain in student's backpack. Any misuse of cell phones will result in the cell phone being taken away and the student's parent/guardian will need to pick it up from the school.

BULLYING, CYBERBULLYING, HARRASSMENT, AND/OR INTIMIDATION ARE PROHIBITED IN PUBLIC SCHOOLS

The Clark County School District is committed to providing all students with a safe and respectful learning environment in which persons of differing beliefs, characteristics, and backgrounds can realize their full academic and personal potential. It is our policy in the Clark County School District to encourage students who are targets of bullying, cyberbullying, harassment, and/or intimidation and students who have first-hand knowledge of such behavior to report the incident(s) to a teacher, counselor, or a school administrator.

CELL PHONE USAGE

Personal technology and communication devices, such as cell phones or tablet computers, are utilized in many ways and are becoming a component of the educational setting. At school, it is critical that students only access personal technology and communication devices when allowed and only for the intended purpose(s). Clark County School District (CCSD) Policy 5136, along with the CCSD Acceptable Use Policy, provides guidelines for the appropriate usage of both District and personal electronic devices along with consequences for violations of the policy.

During the instructional day at Staton Elementary School, students may only utilize these devices in the following manner:

- **No Use:** Students' cellular phones and personal electronic devices must be turned off and remain off during the instructional day and passing periods. Cellular phones may only be used prior to the first bell, after the final bell.

Use of personal technology and communication devices that violate state or federal law, any District policies or regulations, or the CCSD Acceptable Use Policy is prohibited. When usage of devices is not allowed, devices must be turned off and stored in a non-visible location such as in a backpack, purse, or pocket. Confiscated devices will only be returned to a parent/guardian. Students who violate these law or policies will be disciplined according to District guidelines and the device will be subject to confiscation.

Cellular phones must remain off during a school evacuation, lockdown, or drill. During these situations, tell your child NOT to try to contact you by cell phone until given the okay by school staff, thus allowing emergency communication channels to remain open. The District's communication system has the capability of contacting parents/guardians in an emergency. Please be reminded that each school has intercoms and loudspeakers and the majority of our classrooms have hardwired telephones. Additionally, administrators and safety personnel are prepared with two-way radios and cell phones.

Parents/guardians are asked to silence cellular phones and other devices while at the school. This ensures both compliance with the above guidelines and serves to set a positive example for students. Should you have any questions regarding the usage of personal technology and communication devices, please contact the front office or an administrator.

CLASSROOMS

Students are not permitted to go to classrooms prior to the start of the school day. 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 obtain a badge when visiting the school campus.

CLUBS AND ACTIVITIES

Clubs and after school 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 emotional growth. All students are encouraged to participate in activities scheduled by the school and its sponsors. After school activities may include Drama for Kids, Garden Club, Basketball, Chess, etc. More information about the activities will be sent to home at a later date.

DISCIPLINE

School wide 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

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

Student Behavioral Expectations

- Follow all classroom and school wide rules
- Be responsible for completing all assigned work
- Seek and receive help when a problem occurs
- Demonstrate self-discipline and self-control
- Walk quietly and orderly in the hallways
- Demonstrate responsible behavior in the lunchroom, hallways and on the playground
- Practice good safety rules while on the playground

DISCIPLINE PROCEDURES

When self-discipline fails, self-control is lost, and poor choices are made then 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 corrective disciplinary action and a parent conference. The following behaviors **will not** be tolerated:

1. Fighting
2. Use of abusive language
3. Bullying/cyberbullying
4. Stealing
5. Insubordination
6. Destruction of property (i.e. writing on bathroom walls, etc.)
7. Harming other students
8. Spitting
9. Throwing dangerous objects (i.e. rocks, sticks, etc.)

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:

- Require the wearing of shoes with soles. Students must wear appropriate shoes on Physical Education days. Tennis shoes are recommended.
- 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.
- Require that all attire be hemmed or rolled up and at least fingertip length.
- At the shoulder shirts should measure at least three finger-widths across
- 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.
- **The wearing of hats is not permitted inside the building** except for designated school-approved activities or at authorized athletic practices or activities.
- 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.

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.

When the line-up bell rings at 8:50 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 same yellow dot with their room number. Teachers will dismiss the students from these lines to their parents, the buses, SafeKey, or to walk home. Students are required to walk when entering or exiting the playground to ensure the safety of students and families. 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 on the playground. 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 3:15 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.

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, your child may be contagious to other students and recovery time may be prolonged. If any of the following signs and symptoms are 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 ongoing medical problems, please notify the health office so we may assist you as needed and notify the necessary teachers. All health information is confidential.

INFINITE CAMPUS

The Clark County School District student information system, Infinite Campus, allows parents to view their child's/children's academic information in real time through the Parent Portal. Go to campus.ccsd.net/campus/portal. If you have questions or concerns logging into the Parent Portal, or with the information you see in the Parent Portal, please contact our school office at (702)799-6720.

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.

MEDICATIONS GIVEN AT SCHOOL

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 a 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	\$1.25 (includes milk and/or juice)
Lunch	\$2.00 (includes milk)
Milk	\$0.25

Prices are subject to change from year to year. Students are allowed **only two charges** for lunch and breakfast. You may make payments for school lunches at www.MySchoolbucks.com, sending money to school with your child, and paying directly in our school multipurpose room.

Free and Reduced Lunch Application

Online Free and Reduced Lunch applications will be available for the 2016-2017 school year at www.applyforlunch.com. Paper applications are available at school sites. A new application must be completed each school year. Questions about Free and Reduced Lunch maybe answered at FSFR@interact.ccsd.net.

Lunches Brought In to Students

Lunches that are dropped-off after the school day has begun will be left in the front office. Office personal will place the lunches in the dropped-off lunches bin in the lunchroom. Students will be permitted to check the dropped-off lunches bin to acquire their lunch during their regularly scheduled lunch time.

LUNCHTIME STANDARDS

After 15 minutes of lunch recess, students enter the multi-purpose room to eat lunch for 20 minutes. Students should demonstrate responsible behavior in the lunchroom. Classrooms are generally assigned to a group of tables. We encourage students to use their time wisely by eating their lunch first. When they are finished with their lunch, we suggest “inside or restaurant” voices, therefore maintaining a more pleasant eating environment.

LUNCHROOM EXPECTATIONS

- Be respectful
- Respond quickly and remain quiet – “Give me 5”
- Use designated voice level
- NO TALKING during silent time
- Use proper table manners/appropriate language
- Get all supplies when first going through the line
- Raise your hand if you need anything
- Remained seated until dismissed by an adult
- Clean up after yourself and your class
- Be safe
- Enter and walk at a safe pace
- Feet on the floor, bottom on the bench, face the table
- Eat your own food
- Pick up trash off the floor and place in the trashcan

NUTRITION POLICY: RECESS BEFORE LUNCH

In accordance with the new State and Clark County School District nutritional policies, 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. However, birthday treats may be passed out to students during their lunch time. Preferred treats include individual servings of cookies, brownies or cupcakes. Please do not bring birthday cakes, balloons and juices to the lunchroom.

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.

- **The front parking lot will be closed from 8:30 a.m. to 9:00 a.m. and 2:50 p.m. to 3:30 p.m. everyday (only those with parking passes are permitted).**
- **DO NOT DROP OFF YOUR STUDENTS IN THE FRONT PARKING LOT**
Busses and parents of students in Early Childhood and special needs classes have priority access to the parking lot. Please assist us in keeping our parking lot safe.
- Drop off your students on Little Leaf Drive, in the “Kiss ‘N’ Go Lane”, Tree Top Park or at the drop-off area on Sageberry Drive.

- 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.
- Have students enter or exit vehicles by the curbside doors only.
- After school pick-up parking on Little Leaf and Sageberry Drive is very limited. Many tickets are issued for improper parking. We encourage you to use the "Kiss 'N' Go Lane" on Little Leaf Drive after 3:25p.m. This lane is a quick and easy way to pick-up your students. Staff will wait with students in this area until 3:35p.m. Students will not be left unattended. Parents will not need to wait, deal with traffic, or search for a parking space.

PLAYGROUND EXPECTATIONS

- Be respectful
- Play fairly with others; help others in need
- Take turns and politely include everyone
- Use appropriate language
- Be responsible
- Immediately report disturbances, injuries and accidents to an adult
- Put equipment away/line up when bell rings
- Be safe
- Enter and exit area in orderly lines
- Follow school rules for all games and playground equipment
- Always walk on the blacktop

PROGRESS REPORT

Reporting student progress is achieved through the following formats:

- Every three weeks' progress reports are issued via Infinite Campus
- Infinite Campus
- Unsatisfactory progress notices given to the student on or before the tenth week of each grading period
- Report cards issued at the end of each eighteen-week period
- 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.

PROGRESS REPORT GRADES

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

Students in accelerated classes may differ slightly.

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

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
N	Does not meet standards
X	Is not presently being evaluated

Some students in special education programs may receive a "W". This designation indicates that although, significant efforts toward meeting grade level standards was made, the student was not able to meet grade level standards due to challenges beyond their control.

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 9:00 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. MESSAGES WILL ONLY**

BE DELIVERED IN EMERGENCY SITUATIONS. The office staff will not deliver messages to the classrooms during the school day. Classroom interruptions make learning challenging for students.

TEXTBOOK & LIBRARY BOOKS Students are responsible 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.

TRANSPORTATION

Riding the bus to school is a privilege. Students who live two miles or more from the school are eligible for bus transportation. Strict rules of behavior for students have adopted by the Clark County School District in order to protect the safety of the students. The bus driver may issue citations to students who do not obey school bus regulations or if it is determined that a child acted inappropriately at the bus stop. Transportation privileges may be revoked if a student's behavior on the bus or at the bus stop does not meet bus behavior standards on a consistent basis.

To find out if your child is eligible for CCSD bus transportation, please go to www.ccsd.net under schools click on zoning search and maps.

VISITORS

Parents are welcome and encouraged to visit the school. To insure an efficient and safe school, anyone entering the building **for any reason** must report to the office, sign in and obtain a **Visitor's Badge** if they are going to remain at the school. Visitors must use the same system to sign-out during each visit.

If your child forgot their 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. **Children who are not students at E.W. Staton Elementary School are not permitted to attend classes during the regular school hours.**



Important Dates 2016 – 2017

8/29/16	First Day of School
9/5/16	Labor Day (no school)
10/28/16	Nevada Day (no school)
11/8/16	No school (Election Day)
11/11/16	Veterans' Day (no School)
11/21-11/25/16	Thanksgiving Break (no school)
12/14/16	Parent/Teacher Conferences (no school)
12/19/16-1/2/17	Winter Break (no school)
1/3/17	Classes Resume (after Winter Break)
1/16/17	Martin Luther King Jr.'s Birthday (no school)
2/20/17	Presidents' Day (no school)
4/10/17-4/14/17	Spring Break (no school)
4/17/17	Classes Resume (after Spring Break)
5/29/17	Memorial Day (no school)
6/8/17	Last day of School

BELIEVE

ACHIEVE
SUCCEED

Staton Elementary School Student/Parent Handbook

I have read my child's Student/Parent Handbook. I understand the need to communicate this information to my child. Our school, students, and parents working together make Staton Elementary School a wonderful place to Live, Laugh, Love, and Learn.

Student Signature

Date

Parent Signature

Date

Please send only this signed agreement back to school with your child to give to his/her teacher. If you have any questions or concerns, please call our school office at (702)799-6720.