

Staton Elementary Student & Parent Handbook 2023-2024



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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.

ACCELERATED LEARNING MODEL CLASSES (ALM)

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. ALM students are required to sign a contract to participate in this learning environment, if students fail to follow this learning contract, they will forfeit their spot and the next student on the waiting list will be welcomed.

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. Please ensure that they are not brought on campus during drop off and pick off.

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 the Staton Core Values. 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. **Students are not to arrive at school before 8:35a.m. since supervision is not available prior to then and the safety of your children is of the utmost importance.** Only students are allowed on the playground in the morning before school. A SafeKey Program is available before and after school for parents who need daycare. The SafeKey phone number is 702-229-3399. 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 3:11 p.m. and are to go directly home. Students not picked up by 4:00 p.m. will be referred to School Police and be transported to Child Haven.

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@nv.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 twelfth absence. The purpose of this letter is to keep you informed of your child's absences throughout the year.

A student is considered chronically absent when they have missed 10% or more of their enrolled school days. Should a student become chronically absent, the parent/guardian will need to meet with the school counselor or administrator to create a support plan to ensure that the student's attendance improves.

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.
- Early dismissals are a serious disruption to the education program of a child. Students will not be released after 2:45.
- A student who exceeds 18 absences during the school year could be retained and educational neglect could be reported.
- Parents are to request make-up work within three (3) days of the absence.
- Students are allowed five (5) days to complete make-up work for each absence.

ATTENDANCE TERMS

Truancy - 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 sometimes excused but count towards the student's total number of absences. Prior absences are taken into consideration when approving pre-arranged absences. This absence still accounts for chronic absenteeism.

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.

Chronic Absenteeism - When a child misses more 10 or more percent of a school year. This affects the star status of Staton Elementary.

AWARDS:

Student awards are very important to the overall climate of any school. The intent of any award system should be to reinforce desired behaviors, to recognize outstanding effort, and to encourage all students to achieve their best. Therefore, at Staton we have a philosophy of awarding not only academic achievement, but also effort, character, and improvement.

Awards given at Staton are:

- Semester Achievement Awards
- Exemplary Attendance Awards
- Character Awards
- Classroom Awards

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/accessories (helmets, locks, etc). 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 to be ridden on school grounds. No shoes with wheels ("heellies") 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. 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. **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, the incident documented in Infinite Campus, 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, smart watches, and 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 the CCSD Code of Conduct 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.

CLUBS AND ACTIVITIES

Clubs and after school activities are an important part of Staton 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. More information about the activities will be sent to home later.

COMMUNICATION

Communication is imperative for the success of all children at Staton. It is our goal to effectively communicate throughout the year with families. If there is ever an issue related to school, please know that the first means of communication should be between the teacher and the parent. If the issue is not resolved with the teacher, please come to the front office to complete a Staton Parent Concern Form. This form will be used to communicate with administration as during the day administration will be in classrooms, on duty, supporting students, and ensuring the safety of the school so they may not be able to meet at that exact moment. After completing the form, the office staff will give the form to administration, who will then follow up to investigate the situation, call the parent to discuss the issue or schedule a parent conference. Please know that this is one way to document the concern as well as the most effective way to get it addressed. Administration will follow up with the concern that day or within 24 hours.

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. Students should follow the Staton Core Values: Be Respectful, Be Responsible and Be Safe.

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 following the CCSD Code of Conduct 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. 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/hoods 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" between 8:35 and 8:50 will be required to enter and exit the school playground by using the stairs or the front main gate.

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. We ask that parents do not enter the playground in the morning for the safety of children. At the end of the day teachers will walk their students to the same yellow dot with their room number. When the bell rings, 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 received over the phone will not be delivered to students, as we cannot identify the caller with certainty. Parents will need to come in to the front office with identification to have a message delivered to their child.**

Please note that SafeKey is available each day from 3:11 p.m. to 6:30 p.m. in the multipurpose room.

EXTRACURRICULAR ACTIVITIES

Staton Elementary offers a variety of extracurricular activities. Many of these activities are run by 3rd-party vendors who will use our facilities for their activities. These vendors will require their own fees and have their own policies to abide by. The vendors will be solely responsible for communication with parents regarding activities.

Teachers at Staton ES may choose to sponsor an extracurricular activity. The policies outlined below apply only to those extracurricular activities that are Staton-staff sponsored.

Policies for Staton-Sponsored Extracurricular Activities:

- Selection of students for club participation will be based on space and supervision; this will be communicated to parents so they are aware of how eligibility is determined.
- Club rosters may be limited based on student grades and behavior.
 - Club advisors may remove from club activities students who earn D or F grades in class or who exhibit behaviors inconsistent with Staton Elementary School expectations.
- When requesting fees, club advisors will create an approximate, itemized list of expenses on which the money will be spent. Money collected during the school year of the activity will be spent within that time frame so there is no carry-over of funds.
- Communication to families will be consistent across all activities, and administration will sign off on the communication process.

Staton Elementary School will follow Clark County School District (CCSD) policies and regulations regarding extracurricular activities.

CCSD Extracurricular Activities Policy 5135 States:

I. Extracurricular Activities

Extracurricular activities are an integral part of school life and often require as much careful planning and supervision as the academic subjects. However, care must be taken that these activities do not take precedence in importance over the subject matter areas, but remain in the position of supplementing the actual course of study.

II. Eligibility to Represent the School

Students shall be eligible to hold elective or appointive office and to participate in extracurricular activities, both athletic and non-athletic, if they have complied with all policies and regulations of the Clark County School District, all rules and regulations of their school attendance as promulgated in said school's student handbook, and the applicable constitution, bylaws, rules and regulations of the Nevada Interscholastic Activities Association.

III. Adoption of Rules and Regulations - not applicable

IV. Enforcement and Communications

The administration will develop regulations which will ensure the enforcement of rules dealing with the eligibility or ineligibility of students who have violated disciplinary rules or who have been charged with or convicted of crimes. These rules and regulations shall be communicated to students and parents at the time of enrollment, and are to be published in student handbooks.

V. Appeals Procedure

Due Process and appeals procedures will be developed which may be followed when an unresolved dispute arises from the interpretation of these policies, regulations, or procedures.

VI. Scheduling Athletic Events

The administration at each school will develop guidelines to ensure that to receive optimum benefits from the school district athletic program, events will be scheduled at a time appropriate for the activity, taking into consideration the welfare and needs of the student body, athletes, and community. It is incumbent upon all parties concerned, the school district, community, students, and the responsible law enforcement agencies, to work in a cooperative manner to provide a safe environment for athletic events.

In order for students to be eligible for Staton extracurricular activities, they will be required to abide by the following **Student Conduct Guidelines (R-5146):**

I. Seven character traits that Clark County School District believes are basic to positive student conduct are as follows:

1. Respect. Students demonstrate respect by being considerate of others and for the property of others. Students demonstrate respect for themselves through adherence to these character traits.
2. Integrity. Students demonstrate integrity through honest and sincere interactions with others. Students demonstrate academic honesty by producing work that is theirs alone.
3. Responsibility. Students demonstrate responsibility by being dependable, accountable, and taking ownership for their actions.
4. Empathy. Students demonstrate empathy by being considerate of and sensitive to racial, ethnic, cultural, and community values.
5. Courage. Students demonstrate courage by expressing their thoughts and feelings in a responsible and respectful way.
6. Manners. Students demonstrate good manners by being conscientious of and respectful to adults and to each other at all times.
7. Justice. Students demonstrate justice by treating others in a fair and equitable way.

FIELD TRIPS

Official field trip permission slips 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. **All field trip chaperones must have gone through the CCSD fingerprinting and background check process.**

Grading Policy

Grading Scale:

- Staton ES will use the CCSD grading scale:

<i>Elementary Grading Scales</i>				
<i>Kindergarten</i>	<i>Grades 1–5</i>			<i>Standards-Based</i>
2 Meets	A	90–100%	Excellent	E Exceptional Progress
1 Approaches	B	80–89%	Above Average	S Satisfactory Progress
	C	70–79%	Average	N Needs Improvement
	D	60–69%	Below Average	
	F	50–59%	Emergent	
	W	Working on standards below grade level		
				4 Exceeds
				3 Meets
				2 Approaches
				1 Emergent

Infinite Campus Grade Book Category Weighting:

- Formative = 10%
- Summative = 90%

Late Work:

- An “L” will be used for work not submitted by the initial deadline.
- Late work will be accepted for up to 5 attended school days beyond the initial deadline.
- If work is not turned in within the 5 attended school days the “L”, which carries no weight, will be changed to “M” in the Grade Book and the score becomes a 50% due to no evidence.
- Teachers will communicate late/missing work to families via the Grade Book in Infinite Campus **AND** a message will be sent home via communication app (Bloomz, Remind, email, etc.).

Homework:

- Homework expectations are in accordance with Policy 6143 and Regulation 6143.
- Homework carries no weight in the Grade Book.
- Homework is given at the discretion of each teacher and will be an extension of learning or additional practice.

Reporting Behaviors:

- Behavior and other non-academic measures are reported separately in the Grade Book.
- Staton School wide Learner Behavior/Citizenship Rubric:

Citizenship Rubric	E	S	N
Observes School Rules	I consistently follow school rules and expectations. I follow playground rules, use appropriate language, and am respectful to specialists, all teachers and other students.	I usually follow school rules and expectations. There are times when I need reminders from my teacher.	I inconsistently follow school rules and expectations.
Follows Classroom Rules	I consistently follow the classroom rules that my teacher has stated. I am polite, kind, honest, and allow others to continue to learn.	I usually follow classroom rules that my teacher has stated. There are times when I need reminders from my teacher.	I inconsistently follow the classroom rules that my teacher has stated.
Follows Directions	I consistently listen to directions the first time. I am able to do what is asked immediately. I complete tasks as directed.	I usually listen to directions the first time, do what is asked, and complete tasks. There are times when I need reminders from my teacher.	I inconsistently listen to directions the first time, do what was asked, and complete tasks.
Accepts Responsibility	I consistently show integrity in my behavior. I am honest and truthful. If I make a mistake, I admit it and strive to improve.	I usually show integrity in my behavior. Sometimes I may not be as honest or willing to accept responsibility for a choice I have made.	I inconsistently show integrity in my behavior. I am often not honest or willing to accept responsibility for a choice I have made.
Works Independently	I consistently complete tasks on my own. I am able to independently stay on-task.	I usually stay on-task. There are times when I need reminders from my teacher.	I inconsistently stay on-task and/or inconsistently complete tasks.
Completes Homework Assignments on Time	I consistently turn in all my assignments each week, or I may be only missing 1 or 2 homework assignments this semester.	I usually turn in all my assignments and homework each week, but I am missing 3 to 4 homework assignments this semester.	I inconsistently turn in all my assignments and homework. I regularly am missing homework assignments from this semester.
Quality of Work	My work is consistently accurate, understandable, and organized. My overall performance is at a high academic level.	My work is usually accurate, understandable, and organized, but I may occasionally need reminders from the teacher to try my best.	My work is inconsistently accurate, understandable, and organized. I often turn in rushed, incomplete or poorly-done work.
Works Cooperatively	I consistently work well with others at school. I can negotiate, problem solve, and contribute to the group task.	I usually work well with others at school. I usually negotiate, problem solve, and contribute to the group task. There are times when I need reminders from my teacher	I inconsistently work well with others at school. I inconsistently negotiate, problem solve, and contribute to the group tasks.

Reassessment Opportunities:

- Any student who scores **lower than a 90%** on a summative assessment may request to retake that assessment within one week of the assessment grade being posted in Infinite Campus.
- Students may request the reassessment verbally with the teacher. Parents/Guardians may request a reassessment in writing to the teacher within one week of the assessment grade being posted to Infinite Campus.
- Teachers will reteach the information from the assessment prior to the reassessment. Reteaching may happen in small groups, individually, or with the whole class depending on the need.
- The reassessment will be a different assessment from the initial test, which will cover the same material at the same level of rigor as the initial test.
- All reassessments will be completed no later than 2 weeks prior to the end of the semester, unless a summative assessment is administered within the last two weeks of the semester.
- All summative assessments will be given no later than 1 week prior to the end of the semester.

Communication to Students and Families

- This grading policy will be included in the Staton Student Handbook for families to reference.
- Student progress will be communicated to families via monthly progress reports.

Teachers will communicate late/missing work to families via the Grade Book in Infinite Campus **AND** a message will be sent home via communication app (Bloomz, Remind, email, etc.).

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, nausea/vomiting, unexplained rash.

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 take 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 ibuprofen 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. Homework is given at the teacher's discretion and will not be used for a grade.

LUNCH

Students may bring their own lunch or get school lunch. Water bottles may be brought to school and should only contain water. Juice may be packed in lunches, however soda is not permissible unless special dietary requests are made through school administration. A lunch menu can be found at www.mealviewer.com, however, the meals are subject to change based on availability.

Lunches Brought to Students

Lunches that are dropped-off after the school day has begun will be left in the front office. Students will be called to retrieve their lunch from the office. This is a disruption to learning and should only be used in the event that a student forgot their lunch at home.

LUNCHTIME STANDARDS

Students will have 20 minutes to eat lunch, followed by a 20-minute recess. Students should demonstrate responsible behavior in the lunchroom. We encourage students to use their time wisely by eating their lunch first. Students will be expected to follow the Staton Core Value lunchroom expectations during their lunch period.

NUTRITION POLICY

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.

Birthdays are fun and we want to recognize your child on their special day, but due to the large number of students in each class, we cannot take class time to do so. On your child's birthday, you may bring in mini cupcakes or a small treat to pass out during the last 10 minutes of the school day. Please no cakes, pizza, balloons, decorations, etc. as we do not have the time, nor space to accommodate such items. We recommend a small treat as most of the time large cupcakes and other treats are wasted. Your help would be greatly appreciated! **PLEASE BE AWARE THAT ALL TREATS MUST BE STORE BOUGHT WITH THE INGREDIENTS LABEL ATTACHED (NOT HOMEMADE). All items should be nut-free. At NO time are helium balloons allowed in school. They cause the fire alarm to go off.**

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 3:20 p.m. every day (only those with parking passes are permitted).**
- **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.
- **Assigned Parking Spaces** – 3 parking spaces are part of our silent auction/raffle to raise funds for our school and are reserved for specific families. **DO NOT** park in these spots or your car will be towed.
- Drop off your students on Little Leaf Drive, in the "Kiss 'N' Go Lane" near the bus loop, or the front "Kiss 'N' Go Lane" near the main entrance gate.
- 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.
- When stopping at the Kiss 'N' Go" lanes, please **remain in the car** and a staff member will be there to assist students. **DO NOT** get out to help your child as this holds up traffic and is a safety concern.
- **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. Please remember that you may not block crosswalks or driveways when parking on the street and making u-turns in a school zone is illegal. Do not park in red zones and do not double park on the street.
- All cars in the parking lot **MUST** park in a parking space at pick-up. There is no afternoon drive-through pick up. Cars parked along the curb will be asked to relocate to a parking spot.

PROGRESS REPORTS

Reporting student progress is achieved through the following formats:

- Progress reports are issued every 4-6 weeks.
- Parents **MUST** view progress reports in the Infinite Campus Parent Portal. Hard copies will not be sent home.
- Unsatisfactory progress notices given to the student on or before the tenth week of each grading period for any students receiving a D or an F in any subject. Unsatisfactory notices will be viewed in the Parent Portal. Hard copies will not be sent home.

- Report cards are issued at the end of each semester (December and May). Report cards will be viewed in the Parent Portal. Hard copies will not be sent home.
- 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.

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	50-59% 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

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 be walked into the office by a parent/guardian to receive a tardy pass. Excessive tardies will result in an attendance intervention and parents will be required to meet with administration to discuss how to resolve the tardies.

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 ensure 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. 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 Staton are not permitted to attend classes during the regular school hours or be on campus with parents who are volunteering.**

Staton Elementary School Student/Parent Handbook 2023-2024

I have read my child's Student/Parent Handbook. I understand the need to communicate this information to my child.

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.