

CLAUDE AND STELLA PARSON ELEMENTARY SCHOOL



Student and Parent

Handbook

2019-2020

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www.claudeandstellaparsones.org

Principal, Cynthia Marlowe
Assistant Principal, Melanie McCraney

Table of Contents

Welcome letter	3
Mascot, Colors Mission, School Administration and Office Staff	4
Daily Schedule, School Hours	5
Enrollment, Permanent Records, Withdrawal Procedures	6
Address or Telephone Number Change, Drop Offs and Pick Ups Procedures	6
Bus Procedures, Walkers and Bike riders, Bicycles	7
School breakfast and Lunch, Early Release of Students, Leaving Campus, Safekey, Late Pick-up, Secured Campus, Classroom Visits, Volunteers	8, 9
Delivery of Messages, Birthday Celebrations, Health Services	9
Medication, Textbooks, Library Books	10
Parent Involvement Policy, Academic Communication with Parents	11
Grading Student Achievement, Homework	12
Parent-Teacher Conferences, Parental Concerns, Classroom Observations	13
Attendance	14, 15
Student Support and Enrichment Programs	15
Behavior Expectations, Items Not Allowed at School, Cell Phones	16, 17
Bullying Policy, Lunchroom Procedures, Discipline Procedures	17-19
Dress Code, Physical Education	19
Important Dates	20, 21
Student Handbook Signature Page	22



Dear Parents/Guardians and Students:

As parents, you are a vital part of the Claude and Stella Parson Elementary School Community. We need your help in maintaining a school setting where students are free to learn and teachers are free to teach with minimal disruption.

To ensure that this growth takes place, we feel it is important that both you and your child be aware of the school's expectations in terms of attendance, academic performance, and behavior. This handbook includes a review of policies, procedures, regulations, and goals, which are a part of Claude and Stella Parson Elementary School.

Please feel free to contact the office at any time concerning questions you may have. Please fill in the important information located on the last page of this handbook and return it to your child's teacher by **Friday, August 23, 2019**.

Note: The Student/Parent Handbook is yours to keep for future reference during the school year. Thank you for taking the time to read this booklet.

Sincerely,

Cynthia Marlowe
Principal

Mascot
Patriot

School Colors
Red, White, and Blue

Mission
The staff at Parson School believes that education is a lifelong responsibility. In our business, the bottom line is student achievement. Students at our school are provided the opportunity to succeed. Student achievement drives decision-making.

School Administration and Office Staff

Principal	Cynthia Marlowe
Assistant Principal	Melanie McCraney
Office Manager	Mary Ottinger
Elementary School Clerk	Jessica Waites
First Aid Safety Assistant	TBD
School Aide	Delores Blanche
Nurse	Maureen Martinez

Daily Schedule
Office Hours 6:30 am - 3:00 pm

7:55.....	First Bell-Students enter the gate
8:00-8:30.....	Breakfast After the Bell for all students
8:00.....	Instruction begins
8:10	Tardy Bell
8:10-10:30.....	AM ECSE
11:50-2:21.....	PM ECSE
10:25-11:00.....	2 nd and 3 rd Grade Lunch
10:45-11:20.....	Kindergarten Lunch
10:55-11:30.....	1 st Grade Lunch
11:10-1:50.....	3 rd Grade Lunch
11:15-11:50.....	4 th Grade Lunch
11:30-12:05.....	5 th Grade/Pre-K Lunch
2:21.....	Dismissal

School Hours

The official school day is 7:55 a.m.-2:21 p.m. In order to accommodate the Provision School Program, students need to enter through the gate on San Miguel Street and Thom Boulevard when the gates open at 7:55 a.m. and go directly to their classrooms. The teachers will escort their students to the multi-purpose room for breakfast at 8:00 a.m. Instruction begins at 8:00 a.m., **students arriving after 8:10 a.m. must report to the office for a tardy slip before going to class.** Students should not arrive earlier than 7:55 a.m., nor remain on campus after 2:21 p.m. unless they are participating in a supervised school sponsored activity or the Safekey program. **School based supervision will not be provided for students who arrive before 7:55 a.m. or remain later than 2:21 p.m. Student cannot be dropped off or wait in the front school parking lot or at Patriot Park.** These procedures are designed for the safety and well-being of your children.

Enrollment

Students enrolling in the Clark County School District for the first time must register online at: <http://www.ccsd.net/parents/online-registration.php>

Current CCSD students are required to register online and bring proof of address and photo identification each school year.

Required documentation includes:

- ☞ An original birth certificate
- ☞ A proof of residence
- ☞ Immunization record
- ☞ Picture ID of parent/guardian (legal residence included)

Permanent Records

According to the Family Rights and Privacy Act of 1974 (FERPA), the parent/guardian is permitted to inspect and review educational records relating to the student. Submit a request for review to our office staff, and they will have the records ready for you in 48 hours.

Withdrawal Procedures

When it becomes necessary for a student to withdraw from school, these procedures must be followed:

- ☞ Parents are to inform the office as soon as possible of the plan to withdraw.
- ☞ Return all library and textbooks or pay for lost or damaged books.

Address or Telephone Number Change

Parents are **required** to notify the school office promptly if there is a change of **address** or **phone number**. Please be sure all home, work, and emergency contact phone numbers are current. Correct phone numbers are essential in case of an accident or emergency. For the safety of your child, **no changes will be made over the telephone**.

Drop Off and Pick Up

1. **Avoid double parking on the streets surrounding the school. It is illegal and school police will issue tickets.**
2. Drop off your student by the gate on San Miguel and Thom Blvd.
3. **DO NOT** drop off or pick up your student at the front of the school or in the staff parking lot. This parking lot is closed to prevent students from getting hurt by walking through the parking lot.
4. **U-turns** are not allowed on adjacent streets during school hours. **It**

is illegal and school police will issue tickets.

Bus Procedures

The buses will arrive on San Miguel Street on the north side of the school. The students will go directly from there to the classrooms. At the end of the day, students who ride the bus will proceed to the gate with their teachers to board the buses.

- ☞ If necessary, use the restroom before you board the bus.
- ☞ Walk directly to the bus area and line up.
- ☞ Board the bus quickly, carefully, and immediately take your seat.
- ☞ **Follow all directions of the bus driver, teachers, and bus aide.**
- ☞ **Riding the bus is a privilege. Not abiding by the bus rules could result in being suspended from riding the bus.**

Walkers and Bike Riders

- ☞ Students may not be on campus before 7:55 a.m. There will not be supervision for students until that time.
- ☞ Students who arrive too early will be taken to the office to call their parents to pick them up.
- ☞ Bike riders will lock their bikes up at the racks near the portable classrooms. **Bikes, scooters, and skateboards cannot be ridden on campus; they must be walked at all times.**
- ☞ All students and adults arriving and leaving campus are to use the crosswalks to walk across the street.

Bicycles

Please make sure your child has a lock for his/her bike and knows the combination. The school is not responsible for lost or stolen bicycles. Students must walk their bikes out of the bike rack and straight down the sidewalk until they reach the street. As required by law for children under 12, students must wear safety helmets when riding a bicycle to school.

School Breakfast/Lunch

Claude and Stella Parson Elementary School's breakfast begins each day at 8:00 a.m. **There is no cost for breakfast or lunch as it is covered by the Provision School Program. Only Claude and Stella Parson Elementary School students and staff will be allowed in the multi-purpose room during breakfast and lunch.**

Early Release of Students

The release of students before the end of the school day is strongly discouraged because it interrupts the instructional day. If a student needs to be released prior to the end of the day for a doctor's appointment, etc., the parent must report to the office to sign the student out. The parent/guardian **must** have picture identification. If the parent/guardian is unable to pick the student up, the designee must be an emergency contact person listed on the student's Infinite Campus profile. Students will **not** be released after 2:00 p.m. Students will **not** be released to unauthorized individuals.

Leaving Campus

If you are changing your child's regular departure method, such as walking or being picked up, please send a note to the classroom teacher letting him/her know what to do or where your child should go after school. We do not accept phone requests to change departure methods due to safety concerns.

SafeKey

SafeKey is a program for parents who need to drop off their student(s) prior to the start of the school day and/or feel they will not be available to pick up their children after the school day. The program operates from 7:00-7:55 a.m. and 2:21-6:00 p.m. each school day. The SafeKey program provides a nutritional meal, time for homework, and a variety of engaging activities. If you would like to sign your child up for SafeKey, please visit: www.lasvegasnevada.gov/safekey.

Late Pick Up

If a student is not picked up by 2:25 p.m., the classroom teacher will bring the student to the MP Room, the office will call the parent/guardian to pick the student up. In addition, the parent/guardian must have proper identification to pick the student up from the office. Repeated occurrences of late pick-ups will result in a meeting with administration.

Secured Campus/Classroom Visits/Volunteers

Claude and Stella Parson Elementary School promotes a safe and healthy learning environment for all students, families, and staff members. It is the priority of the administrative team to provide safeguards, which are in the best interest of all entities. It is for these reasons we have a

secured campus school. Protocols for visitors and/or volunteers have been structured for the safety of children, staff, and permitted visitors/volunteers. Prior to visiting or volunteering in a classroom, secured campus-visiting procedures must be followed with fidelity. The front office will encourage the visitors or volunteers to make an appointment or gladly take a message for the teacher. Impromptu visits before and after school are discouraged. On behalf of the classroom teachers, the most effective visit or conference is one that is planned.

Delivery of Messages to Students

- ☞ To ensure the safety of your child, we **will not** deliver telephone messages to your child.
- ☞ You must be present at the front counter and be able to show proper identification for us to deliver any messages to a student.
- ☞ Please do not call the school and ask if your child has arrived safely. We cannot give any student information over the phone because we cannot verify who you are.
- ☞ The school phone is a business phone. Students may use the phone in case of emergency only. Arrangements to go home with a friend must be made at home. Please make sure your child is aware of what pick up procedures you have established for him/her at the end of each day.

Birthday Celebrations

A student's birthday is a special occasion; however, it is the school's responsibility to use instructional time wisely. Birthday celebrations are **not permitted** because they violate the Clark County School District's Wellness Regulation 5157 and they impede the teaching and learning in the classroom.

Health Services

Health problems, including any changes in a child's health status, should be brought to the attention of the school nurse or the First Aid Safety Assistant (FAFSA). The health office is located inside the school's office and is open between the hours of 6:30 a.m. - 3:00 p.m. The school nurse is on campus one day per week; however, the FASA is available every day. Children with temperatures of 100⁰ degrees or higher or who are suffering from vomiting or diarrhea should stay home from school. A student cannot return to school until they are fever free and do not take medication for the fever for 24 hours. Parents are expected to arrange to have the child removed from school immediately if he or she become sick or ill. It is extremely important for parents to provide current telephone numbers to the front office. When school personnel are unable to notify a parent or other designated person, emergency medical services may be requested through 911 to assess seriously ill or injured students. Every attempt will be made to notify the parent/guardian of any student emergency. **Parents are responsible for paying any fees incurred.**

Medication

Claude and Stella Parson Elementary School's staff will comply with the Clark County School District procedures as delineated below when dispensing medication to students. Only the School Nurse, First Aid Safety Assistant (FASA), or designated office personnel will administer medication. If a child must take medication during school hours, the parent must contact the school, sign a legal release form (CCF-643), and the parent/guardian must bring the prescribed medication to the office with the container clearly labeled by the pharmacist giving the name of the child, the dosage directions, name of physician, and prescription number. **Students are not allowed to have medication in their backpacks; this includes cough drops. District personnel may assist with administration of medication if the following steps are met:**

☞ Medication must be in its original container with the student's name, the name of the medication, the name of prescribing practitioner, and specific instructions for administration.

☞ There must be a prescription or order from the licensed health care provider. This includes over-the-counter medication. **Cough drops are considered over-the-counter medication.**

☞ The parent must complete a medication release form.

☞ Students may not carry medication on their person. All medication must be kept in a locked cabinet in the Health Office.

☞ **If a student has medication with him/her, the medication will be confiscated from the student by the School Nurse or FASA. Parents will be called to pick up the medication.**

Textbooks/Library Books

Textbooks are furnished for your child by the Parson's Library system on a loan basis. Library books are also available on loan. Both should be treated as borrowed property. **Parents must pay for lost or damaged textbooks and/or library books.**

Parent Involvement Policy

Parents are their children's first teacher. Even before learning to talk, children understand hundreds of words in their everyday environment. Parents, therefore, play a significant role in their child's educational success. At Claude and Stella Parson Elementary School, we believe that a child's learning is maximized when the parent and the school work together. When parents talk to their children about school and schoolwork and support their children with schoolwork, students are more motivated to do well in school. It is the expectation of the Claude and Stella Parson Elementary staff that parents share responsibility for their child's education by doing the following:

- ☞ Provide a study time and a quiet study area for your child at home.
- ☞ Assist their child with schoolwork and special projects.
- ☞ Read to their child.
- ☞ Attend parent meetings and/or special events held at the school.
- ☞ Participate in parent/teacher conferences.
- ☞ Ensure that homework is completed and turned in on time.

Academic Communication with Parents

☞ **Progress Reports:** Each teacher in grades K-5 posts an electronic monthly progress report on Infinite Campus, as well as sending home a hardcopy for parents to review. The report addresses student academic and social progress. **Each month, the Progress Report envelope must be initialed and returned to the classroom teacher.**

☞ **Unsatisfactory Progress Reports:** The Clark County School District requires that parents be notified of unsatisfactory progress. Teachers will send home Unsatisfactory Progress Reports by the end of the tenth week of each semester. **For the 2019-2020 school year, Unsatisfactory Progress Reports will be sent home on October 18, 2019, and March 13, 2020.** The report envelope must be initialed and returned to the teacher. A conference may be requested by the parent and/or teacher to discuss the child's progress.

☞ **Report Cards:** Report cards are distributed at the end of each semester (two times per year) for all students in grades K-5. Parents/guardians will receive the first semester report card on January 9, 2020 and the second semester report card on May 20, 2020.

☞ **Infinite Campus App:** You may download the free Infinite Campus app to monitor your child's grades and attendance.

Grading Student Achievement

In accordance with the Clark County School District, it is the policy at Claude & Parson Elementary School to grade students on their achievement of grade level skills. Letter grades are used on student report cards only in grades 1-5. Percentages are used on all student work. The following grading scale is used:

A=90-100% **B**=80-89% **C**=70-79% **D**=60-69% **F**=0-59%

In addition, each subject will include grades for the content strands associated with each subject. The following grading scale is used for content strands and kindergarten:

2=Meets **1**=Approaches

Finally, all special subjects and learner behaviors utilize the following grading scale:

E=Excellent **S**=Satisfactory **N**=Needs Improvement=**U**nsatisfactory

☞ All teachers will utilize the minimum F of 50% for failing assignments that fall below that percentage.

Homework

Homework will be given Monday through Thursday. Work that is turned in late because of an excused absence will be accepted and given full credit if made up within three school days. Work turned in late because of an unexcused absence or because the student failed to meet predetermined deadlines will be given no credit. Work not turned in receives a minimum F (50%). When your child is absent from school and needs his/her homework assignments, please call the school office at 702.799.4530 no later than 8:00 am that morning. The homework assignments can be picked up in the school office at the end of the day or sent home with another child, if requested. If a child has a problem with the length of homework, it is suggested that the parent contact the teacher directly. **Homework will not be provided in advance of an expected absence. It is assigned when the child returns to school.** This assures that the child will receive proper instruction from the teacher prior to the assignment of the work.

Parent-Teacher Conferences

We welcome your request for parent conferences. It is very important that you know what is going on with your child at school. Please schedule all conferences by contacting your child's classroom teacher by calling Parson's Office at 702.799.4530. Teachers may also call during the

year to request that you come to school for a conference. As your child's progress is extremely important, please make every effort to come to the school when requested. **Scheduled Parent-Student-Teacher Academic Planning Time (PSTAPT) will be held all day on Friday, November 15, 2019, and the evening of Thursday, November 14, 2019.** Additional times will be made during the week as they become necessary.

Parental Concerns

We want everyone to be pleased and satisfied with every aspect of the school operation. However, we know that on occasion you may have a concern. If the concern relates to your child, the first step is to contact your child's teacher. If the concern was not satisfactorily resolved, contact the building administrator. The issue still persists, contact the SSDS School's Associate Superintendent or complete a CCSD Public Concern Form (CCF-660) which may be obtained from Parson's office. A concern not related to your child should be brought to the attention of the building administrator.

Classroom Observations

On occasion, parents may request to observe their child in the classroom setting. We do allow classroom observations; however, to limit disruptions to the classroom setting, we have established the following guidelines:

- ☞ The observation must be set up at least 24 hours in advance with the classroom teacher.
- ☞ All parents/guardians will be accompanied by an administrator to **special education classrooms** for the duration of the **15 minute** observation.
- ☞ General education classroom observations are to last no longer than **60 minutes**.
- ☞ No siblings will be allowed to join the parent during the visit.
- ☞ The parent/guardian cannot disrupt the educational setting, i.e., talk to or distract the child or classroom teacher during instruction.
- ☞ Upon arrival, parents/guardians need to sign in at the front office, show photo identification, and receive your visitor's badge.

Attendance

Nevada law requires daily attendance by all students ages 7-17. Parents are requested to call the school before 7:45 a.m. to report a child's absence. Attending school daily, arriving on time, and remaining at school until the end of the day are important factors, which contribute to a successful school experience. Attendance enforcement is a shared responsibility between the school and parents. The following outlines the CCSD attendance policy that is adhered to diligently at Parson.

☞ **Tardiness:** A student is marked tardy when he/she is not present in the classroom at the start of the instructional day. The first morning bell rings at 7:55 a.m. for students to report to their classrooms and their teachers will take them to the multipurpose room for breakfast at 8:00 a.m. Anyone arriving after 8:10 a.m. will be marked tardy. Students who are tardy must report to the office for an admission slip. A tardy becomes a half-day absence if more than 1 hour and 55 minutes have been missed, and becomes a full day absence if more than 3 hours and 45 minutes have been missed. **Parents/guardians of students with excessive tardies (five or more) will be required to meet with administration to discuss the issue.**

☞ **Absences:** A student's absence is excused when a student is physically or mentally unable to attend school due to a medical appointment, illness, or related reasons, or when the approval of the principal has been given. This also applies when there is an unavoidable absence due to an emergency, a student participating in a school-sanctioned activity, a required court appearance, or a required religious holiday. **A written note signed by the parent/guardian is to be given to the teacher within three (3) days of your child's return to school following an absence.** The School Clerk is required to contact parents of students accruing numerous tardies and absences by a telephone call and/or a letter. **Students with 10 or more unexcused absences will be referred for Educational Neglect to Child Protection Services.**

☞ **Unexcused/Truant:** Absences for educationally unacceptable causes, absences for which the reason has not been determined, or absences for reasons other than those of the type listed above will be classified as truancy. Truancy shall be defined as an absence resulting from a parent/guardian's failure or refusal to require a student's attendance for educationally unacceptable reasons, such as the student's failure or refusal to attend school when so directed by the parent or guardian or school official, or the student's absence without official permission from school or class after arriving at school. The Nevada Revised Statutes do not distinguish between truancy resulting from an action of the student and that of the parent/guardian.

☞ **Excessive Absences:** A student who exceeds twenty (20) absences during the school year may be retained in the current grade.

☞ **Notification of Absences:** Parents/guardians are to provide a written excuse or doctor's note to the school for their child's absence within 3 days after the student returns. Absences are unexcused or unapproved when the parent or guardian fails to provide documentation within the 3-day period. Missed schoolwork may be made up within this three-day period. If missed work is

not made up within 3 days, the student receives a minimum F (50%) for the missing assignment(s).

☞ **Pre-Arranged Absences:** Parents/guardians are to inform the school in advance that their child will be absent. These must be approved by the school administration. Pre-arranged absences are excused and approved. Family vacations or early outs will not be approved.

Student Support and Enrichment Programs

☞ **Response to Instruction (RTI) Team:** Students experiencing problems in school may be referred to the Parson Elementary School's RTI Team for assistance and intervention. Difficulties may be related to academics, attendance, behavior, etc. The RTI Team is made up of staff members and parents to develop and implement interventions to ensure the child's future success.

☞ **Special Education:** Students who have gone through the RTI Team's evaluation process and for whom academic and behavioral interventions have been unsuccessful may be eligible for special education services. To qualify for these services, students are tested by the school psychologist with parental consent. Written parental permission is required for students to receive special education services. An individual education plan (IEP) is developed to outline specific goals and strategies for student success.

☞ **GATE (Gifted and Talented Education):** Students in grades 3-5 may qualify for the GATE program. This program offers higher-level thinking and problem solving skills. Students are identified for this program through parent and teacher referrals and subsequent testing. Students who are enrolled in regular classes and attend classes with a GATE teacher once per week and during the school day.

☞ **Speech:** Speech/language therapy is offered through a referral process. The parent, teacher, and other staff members meet to plan and implement appropriate services based on speech/language assessments.

☞ **Field Trips:** Properly supervised and planned educational field trips are an important part of the instructional program. A signed permission slip from a parent/guardian is required for student participation and is included in the student enrollment packet each year. A specific notice and permission slip is sent home prior to each scheduled field trip.

☞ **Student Awards:** Award assemblies will be held at the end of each semester. Information will be distributed to parents/guardians via Parentlink and flyers prior to each event.

☞ **Student of the Month:** Once a month, one student from each class who has shown exemplary citizenship and/or positive behaviors is/are chosen from each classroom to be celebrated during that month.

Behavior Expectations

It is the goal of the Claude and Stella Parson Elementary School's staff to establish and maintain an educational environment in which teachers can teach and children can learn. Parents must emphasize the importance of appropriate behavior and provide support for the schools' expectations. Students are expected to monitor their own behavior by making positive choices and accepting consequences for poor choices.

School Rules

1. Be productive, be polite
2. Follow directions
3. Raise your hand before talking to the class and teacher
4. Be organized
5. Be a self-starter
6. Be prepared to succeed
7. Always keep your hands and feet to yourself

If a student behaves in such a manner that the best interest of the school is in jeopardy, the student may be subject to disciplinary action. Behavior not in the best interest of the school is defined as:

- ☞ Fighting or inciting a fight.
- ☞ Constant refusal to complete assignments or to participate in classroom activities within the student's capabilities.
- ☞ Open defiance of teachers and/or school authorities.
- ☞ Possession of dangerous objects.
- ☞ Foul or obscene language.
- ☞ Damaging school property or property of others.
- ☞ Theft
- ☞ Bullying/Cyberbullying

Items Not Allowed at School

Personal Possessions: Toys, electronic games of any kind, miniature video games, radios, portable music players of any kind, spinners, marbles, balls, bats, skateboards, shoes with wheels, etc...are prohibited. Parents must retrieve these items from the office. Claude and Stella Parson Elementary School is not responsible for lost, stolen, or damaged items.

Cell Phones

Students may use all personal technology and communication devices during lunch and before/after school. During the instructional day, students' cellular phones and personal electronic devices must be **turned off** and **remain off** during the instructional day and passing periods. Use that violates state or federal law, any CCSD School District policies or regulations, or CCSD Acceptable Use Policy is prohibited. Inappropriate use of devices may result in disciplinary action. If a device is confiscated for failure to follow guidelines, students may retrieve the phone at the end of the day for the first offense. Repeat offenses will result in the

device being confiscated and will require a parent/guardian to pick it up from the front office. Cellular phones **must remain off** during a school evacuation, lockdown, or drill. **Claude and Stella Parson Elementary School is not responsible for any lost or stolen electronic devices.**

Bullying Policy

Bullying of others is strictly prohibited. Under NRS 388.112, bullying means a willful act which is written, verbal, or physical, or a course of conduct on the part of one or more persons which is not authorized by law and which exposes a person repeatedly and over time to one or more negative actions which is highly offensive to a reasonable person and:

- ☞ Is intended to cause or actually causes the person to suffer harm or serious emotional distress;
- ☞ Exploits an imbalance of power between the person engaging in the act or conduct and the person who is the subject of the act or conduct;
- ☞ Poses a threat of immediate harm or actually inflicts harm to another person or to the property of another person;
- ☞ Places the person in reasonable fear of harm or serious emotional distress; or
- ☞ Creates an environment, which is hostile to a student by interfering with the education of the student.

Retaliation against a person who reports such behaviors is prohibited and is considered a type of harassment.

Lunchroom Procedures

All students have the option to eat either a hot or a cold lunch. Students will sit in a designated area for their class. Inside voices (level 1) will be used while in the lunchroom. Students will clean up after themselves while at the table and ensure the floor near them is picked up when finished eating. Students will wait for their class to be called to recycle their food/trash and leave their spot at the table. Food and drinks are not allowed outside of the lunchroom. Students are to use the restroom during the recess and lunch period and before returning to class.

Discipline Procedures

To promote a classroom environment that allows all children to reach their potential, each teacher has developed a classroom management plan. The plan includes classroom rules in addition to consequences for misbehavior. Consequences may include the following:

- ☞ Verbal warning
- ☞ Time out

- ☞ Student/Teacher conference
- ☞ Telephone call home
- ☞ Loss of a privilege
- ☞ Parent conference
- ☞ Referral to administration

The administration may enact any of the following consequences when students are referred to the office for disciplinary reasons:

- ☞ Conference with a student
- ☞ Telephone call to parent/guardian
- ☞ Loss of a privilege
- ☞ Timeout in the office
- ☞ Lunch detention
- ☞ Requested parent conference
- ☞ Required parent conference (RPC)
- ☞ In-house suspension
- ☞ Suspension from school

Education is a shared responsibility between home and school; therefore, your involvement and support are respectfully requested. Children and adults will treat one another with respect in all school situations. Specific examples follow:

☞ **Lunch Time:** Observe good dining room manners at the table, making sure to talk with “inside” voices.

Leave the table and surrounding area clean and orderly

Put trash in proper containers

Remain in the lunchroom while eating, remembering not to take any food or drink out to the playground

Follow directions from all supervising adults

🛖 **Bathroom:** Behavior in the bathroom at school should not be different from in your own home. Bathrooms will not be used as a play area.

🛖 **Hallways:** A pass must be obtained from a teacher or adult. While in the halls, students are required to walk at all times. Please show consideration for classes in progress by having a zero voice level.

🛖 **Gates:** We are asking students not to climb or stand around the opening of the gates. If a ball goes over the fence, students must inform the playground supervisors so an adult can get the ball.

Dress Code

The Clark County School District insists that the dress and grooming of students are within the limits of generally accepted community standards and that students be required to show proper attention to personal cleanliness. School administrators have the right to designate which types of dress, fashion, fads, or appearance, which would disrupt or distract from the educational program or may be a potential safety hazard. Students attending Parson Elementary are:

🛖 Required to wear shoes with soles. Flip-flops are not considered safe foot attire.

🛖 Prohibited from wearing crop tops (no skin showing between bottom of shirt/blouse and top of pants/skirts/shorts, strapless, low-cut clothing, clothing with slits, or tops and outfits that provide minimum coverage.

🛖 Prohibited from wearing spaghetti straps. All sleeveless shirts must have straps at least three inches wide and cover the shoulder.

🛖 Required to ensure that all shorts, skirts, and dresses be at least fingertip length. If shorts are worn, they must be hemmed and without fraying.

🛖 Prohibited from wearing headgear on campus except at authorized school activities where specific permission has been granted (recess, field trips, field day, etc...).

🛖 Prohibited from wearing slogans or advertising on clothing, which by their controversial or obscene nature disrupt the educational setting.

Physical Education

Physical Education (P.E.) is an integral part of the instructional program. Please ensure that your child wears appropriate attire and shoes on assigned P.E. days. All children will be required to participate unless a doctor's statement is presented. If on a particular day your child cannot participate, please send a signed note to your child's teacher. A note will be satisfactory for up to three (3) consecutive days. After that time, a doctor's statement is required.

**Clark County School District and Parson Elementary School
Important Dates 2019-2020**

August 12	Classes Begin
September 2	Labor Day (No School)
September 9	Progress Reports
October 7	Progress Reports
October 11	End of First Grading Period
October 18	Notice of Unsatisfactory Progress
October 25	Nevada Day (No School)
November 4	Progress Reports
November 11	Veterans' Day (No School)
November 14	Evening Conferences 4pm -6pm
November 15	Parent-Student-Teacher Academic Planning Time (PSTAPT) (No School)
November 25-27	No School for Students
November 28-29	Thanksgiving Break (No School)
December 9	Progress Reports
December 20	End of 2 nd grading period, end of 1 st semester
December 23-31	Winter Break (No School)
January 1-3	Winter Break (No School)
January 6	Classes Resume
January 9	Report Cards sent home
January 20	Martin Luther King, Jr. Day (No School)

**Clark County School District and Parson Elementary School
Important Dates 2019-2020**

February 3	Progress Reports
February 17	Presidents' Day (No School)
March 2	Progress Reports
March 6	End of 3 rd Grading Period
March 9	No School for Students
March 13	Notice of Unsatisfactory Progress
March 30	Progress Reports
April 6-10	Spring Break (No School)
April 13	No School for Students
April 14	School Resumes
May 4	Progress Reports
May 20	End of the School Year, end of 2 nd semester, Report cards sent home

Help your child succeed:

Attendance: Parents should ensure students report to school daily and on time. Family vacations should be planned during holidays or summer vacation. Absences are excused for medical reasons only.

Homework: Students should have a daily homework routine. Parents should establish a consistent homework time in a quiet location. Parents should check homework and read with their child nightly.

Volunteer: Parents are strongly encouraged to volunteer in the classroom. Students benefit from individual and small group instruction.

Student Handbook Parent Signature

Please tear off this last page and return to your teacher no later than **Friday, August 23, 2019**.

Thank you!

I have read/reviewed this Parent/Student Handbook with my child and understand my child's and my responsibilities.

Student's Name: _____

Grade: _____ Date: _____ Teacher: _____

Parent/Guardian's Name: _____

Parent/Guardian's Signature: _____