

Kay Carl Elementary

Student & Parent Handbook



2020-2021

Welcome to Kay Carl Elementary School!

Welcome to Kay Carl Elementary School. We are happy that you and your child are part of the Kay Carl Champions. We intend to do our best to help your child feel safe, welcome and excited about learning. The Kay Carl staff believes that schools are for children and our purpose as educators is to create an optimal environment for their academic and social growth. We encourage parents to become involved in our school. We encourage all parents to visit the school, attend school functions and become involved in their child's education.

The staff at Kay Carl Elementary School presents this handbook as a way to summarize our educational goals and to inform you about the basic operations of the school. We believe that it is important for you to know our expectations for student behavior and academic performance. These expectations can best be achieved through close cooperation between home and school.

This handbook describes activities and procedures at the school and is based on regulations and policies of the Clark County School District. We have listed information in alphabetical order for easy reference throughout the school year. Please review this information with your child. If you have questions, please feel free to contact us at 702-799-6650.

Ms. Brenda L. Swann, Principal

Ms. Tenisha Brunetti, Assistant Principal

School Contact Information

702-799-6650- office

School Address

5625 Corbett St.

Nurse & FASA

Kathryn D'Amora

Beth Jepson

School Office Manager

Maria Proctor

Enrollment Clerk

Nyesha Coleman

School Office Aide

Elayne Reimer

Lunchroom Manager

Lisa Conde

ABSENCES / ATTENDANCE

School attendance is vital to academic success in school. Laws related to school truancy have been enacted to reduce the high rate of habitual truants in schools. As a result of attendance legislation, Clark County School District's policies and regulations regarding student attendance are as follows:

- Attendance enforcement is a shared responsibility between the Clark County School District and the student's parent/guardian
- Student tardiness is a serious disruption to the educational program and infringes on the educational rights of other students
- A student who exceeds twenty (20) absences during the school year MAY be retained in the current grade.
- Medical and dental appointments that cannot be scheduled any other time and that result in a partial day absence do not count in the absence total for purposes of attendance enforcement.

- A student that is declared truant three (3) times during a school year may be referred for educational neglect.
- Parents are to request make-up work within three (3) days of the absence. Students shall be allowed a minimum of three (3) days to complete make-up work.

When your child is absent, please write and sign a note giving the reason for your child's absence, his/her full name and the date(s) of absence(s) and send the note to your child's classroom teacher on the day your child returns to school. Check with your child's teacher concerning make-up work. In the event your child is going to be absent three or more days, please call the school office (799-6650). Failure to provide an excuse will result in an unexcused absence(s).

ACCESSIBILITY NOTICE AND PROCESS

The CCSD is committed to nondiscrimination in its programs, activities, and services, and to providing facility accessibility. Parents, students, staff, or other members of the public, who are seeking information or have questions about the existence and location of accessible services, activities, and facilities in the district, should contact the building principal with their inquiry and the building principal will respond to the inquiry within a reasonable period of time. The building principal may, if necessary, refer the person to one or more of the following individuals, who will respond to the inquiry within a reasonable period of time:

Facility Accessibility, Administrative Manager
702-799-8710

Employee or Public Access/Services Issues
Diversity, Affirmative Action Compliance, Title IX Coordinator

702-799-5087

Student Programs/Services Access Compliance Officer, Office of Compliance and Monitoring
Student Support Services Division

702-799-1020

Student Athletics, Instructional Support, Activities Access, Executive Director

702-799-8493

If parents or members of the public have additional concerns or complaints regarding their inquiry, they may initiate a formal review by completing a Public Concern Form and trigger the public concern process as outlined in CCSD Regulation 1213.1.

ACCIDENTS

Accidents that occur at school should be reported immediately to the teacher or the playground supervisor so that appropriate action can be taken.

ARRIVAL PROCEDURES

Students are REQUIRED TO WALK on the BLACKTOP AT ALL TIMES! For your safety and the safety of others: TAG and HORSE PLAY are also STRICTLY PROHIBITED!

Students arriving at school between 8:50 a.m. and 9:10 a.m. may place book bags, lunch boxes, etc. by their class line-up area on the sunshine on the blacktop. However, it is recommended that they keep these items with them to ensure their safety.

The teacher will meet students at the line-up area and walk them to class. For safety purposes, **STUDENTS ARE NOT ALLOWED IN THE HALLS BEFORE CLASSES BEGIN AT 9:15 A.M.**

ARTICLES NOT PERMITTED IN SCHOOL

Any item not associated with the educational program and those items that can create a hazard to the health or safety of others or are disruptive to the school's learning environment will be confiscated and kept in the school office. Only an adult may claim confiscated items. Such items include, but are not limited to: Game Boys, iPod, Radios, CD's. Chains, Clubs, Trading Cards, Balloons, Knives, Toys, Perfume, Pets, Stuffed Animals, Hairspray or Dye, Make-up, Squirt Guns, Nerf Guns, Gum/Candy, Shoes with wheels, Rollerblades, Skateboards, Laser Pens, Radios, Fireworks.

Athletic equipment should be left at home unless requested by the teacher for special events. Students who bring calculators, athletic equipment, or any other personal items to school do so at their own risk. The school cannot be held responsible for these items. **Tobacco, matches, weapons and drugs have no place in school.**

BEHAVIORAL EXPECTATIONS

Consideration of other people in respect to their feelings, their safety, their privacy and their full social rights and privileges is essential to a happy, healthy person. We believe that every student should be able to attend classes without fear of being hurt or threatened by another student. We also feel strongly that teachers who are trying to teach deserve the same respect that parents expect from their children.

School-wide expectations and procedures help our school run smoothly and help make it a safe place to be. Expected student behaviors include:

In the Classroom

Be in your seat and ready to work at 9:15 a.m.; Respect the rights of your fellow students to not be interrupted in their learning; Leave gum at home; Listen to each other; Raise your hand and wait your turn to talk; Raise your hand and waiting your turn to share in class; Use time wisely; Take care of the textbooks and materials in a responsible way; Show respect to everyone involved in your instruction.

In the Hallway

Walk in corridors and the MPR at all times; Keep your hands folded - Do not touch or lean on displays or walls; Lips are zipped; Walk in straight lines and stay to the right so others can pass. A hall pass is necessary during school hours.

On the Playground

Leave dirt, gravel, rocks on the ground; Play in the designated areas; Respect the right of others on the playground; Accept direction from teachers and supervisors on duty; Use language that is not offensive to others; No

'put-down' statements; Play the games according to P.E. rules; Playing on bars with hands and arms only; No hanging by feet or legs; No excluding others from games, Remember- everyone plays or no one plays.

In the lunchroom

Walk quietly in the lunch area; bring or purchase your own food. Eat only your own food, do not exchange or ask for food from another student; Do not borrow or loan money; Maintain orderly lunch lines; Use indoor voices in the lunchroom; Demonstrate polite manners; Raise your hand if you need utensils, napkins, condiments, etc.; Before leaving, check to see that the area is left neat and clean. All lunchroom rules apply to breakfast.

In the Restroom

Always walk; Use the restroom quietly, Do not "hangout" or wait for friends inside the restrooms; Travel to and from the restroom quietly; Do not stand and talk to others in or around the restroom; Use the restroom before the line-up bell has rung. Go Flush, Wash, & Leave!

In an Assembly

Enter and exit quietly; Show respect to the performers; Walk to and from assemblies; Be a polite audience; Do not talk to others during the performance; Applaud when appropriate; Sit quietly, flat on your pockets; Do not disturb others.

Our students try very hard to follow school and classroom rules. However, sometimes a rule is broken. When this happens, all students are adversely affected and it may become necessary for disciplinary action to be taken. Some of the behaviors requiring disciplinary action are:

- Fighting, bullying or inciting others to fight or bully
- Insubordination or open defiance of a teacher or any school employee.
- Threats, profanity, or other verbally threatening actions
- Bringing weapons or simulated weapons, dangerous objects, sharp instruments or toys to school
- Stealing, extortion or forgery
- Harassment, ridicule or excessive criticism
- Playing abusive or humiliating tricks on others
- Online Harassment
- Destruction of personal or school property

Students are responsible for their own actions. The individual choice a student makes in a given situation will yield either a **positive** or a **negative** consequence. Students that consistently meet classroom and our school-wide expectations earn positive consequences. Conversely, students that do not meet school-wide and classroom expectations for conduct earn negative consequences for their actions. The positive and negative consequences at Kay Carl are listed as **follows**:



Positive Consequences:

8 Habits Award

Kay Carl Award recipients are recognized by peers and teachers for their positive contributions to the academic and/or social climate of the school community. Students receiving the Kay Carl Champion of Character Award will be invited to have lunch with the Principal the last Wednesday of the month.

Exemplary Attendance Awards

Students demonstrating positive attendance practices receive an *Exemplary Attendance Award at the end of the year. Students are eligible to receive this award if they have no more than three excused absences each school year. Three tardies equal one absence for this purpose. *Perfect Attendance is no tardies or absences for the entire year.

Student Council

The Student Council organizes student activities and raises funds for school improvement projects. Students in grades 3-5 are eligible to serve on our Kay Carl Student Council.

Honor Choir

Grade four and five students are eligible to participate in the school choir or percussion group, which represents the Kay Carl student body, and perform on and off campus throughout the school year.

Extra-Curricular Activities

Students in grades K-5 who exhibit good attendance and citizenship will be invited to participate in a variety of after-school activities such as cheerleading, football, basketball, talent show, midnight madness, etc.

Negative Consequences:

Informal Talk

Student is made aware of inappropriate behavior.

Teacher and student discuss the expectations for positive behavior that are of concern, and suggestions are made for improvement.

Behavior Contract

Teacher and student develop a contract agreement to improve behavior.

Requested Parent-Teacher Conference

Teacher requests parent and student participation in a problem-solving conference.

Behavior Incentive Plan

Teacher consults with colleagues specializing in behavior management to develop a behavior plan. School faculty and staff implement the plan to assist the student in becoming successful in meeting school expectations for positive behavior.

Required Parent Conference (RPC)

School administration requires parent(s) to attend a conference in which the progress toward behavior interventions and the possibility of further negative consequences is reported. Any student receiving a third Behavior Referral will also receive an RPC.

In-School Discipline

Access to common privileges (e.g. lunch recess) is temporarily withheld and replaced with a character building activity.

Suspension

Student is removed from school for a number of days to be determined by the principal. A Required Parent Conference must be held prior to the student's return (CCSD Regulation 5141.1).

Expulsion

Student is permanently removed from school.

Classroom Discipline

Teachers will send home an explanation of individual classroom expectations during the

first week of school. If a student's behavior is deemed too disruptive for the classroom environment, and limits the teacher's ability to teach, he/she may be removed and placed in an alternate educational setting (Assembly Bill 521).

BICYCLES/SCOOTERS

We have provided a storage area for students wishing to ride their bikes or scooters to school. The school DOES NOT assume responsibility for stolen and/or damaged transportation devices. Students riding bicycles/scooters to school must follow these procedures:

- Bicycles/scooters are to be walked on the school grounds and sidewalks.
- Bicycles/scooters are not to be ridden through groups of walking students.
- Students should provide a lock for their scooter for storage in the bike rack during the school day. Students should not share locks.
- Students must demonstrate bicycle safety rules. A helmet is highly recommended.
- Bicycles/Scooters are not permitted on the blacktop area or in the school building.

Skateboards, heelies, and/or roller blades

are not permitted in the school building or the school campus during school hours.

BREAKFAST

Breakfast will be served from 8:50 a.m. to 9:10 am in the school multi-purpose room. The price for breakfast is \$1.25.

CELL PHONES

We understand that families have come to rely upon cell phones and other electronic devices to maintain lines of communication; however, we have an ethical and legal responsibility to ensure that technology is

used in a way that won't be harmful to others or create unsafe conditions in our schools, or undermine our school's educational purpose. The CCSD has developed the following guidelines for cell phone use.

- Phones must be turned off and remain off during the instructional day and passing periods in compliance with CCSD Policy 5136. Phones left on vibrate/silent modes will be confiscated.
- Cellular phones may only be used prior to the first bell, after the final dismissal bell.
- Cellular phones should be stored in a non-visible location (backpacks, purses, pockets).
- Phones confiscated in violation of these guidelines will only be returned to a parent/guardian during non-instructional hours.
- 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 Parent Link communication system has the capability of contacting parents/guardians in an emergency.
- As a condition of possessing a device on campus, the student agrees to a search of the device's content if reasonable suspicion of violating the cell phone use policy exists.

Additionally, parents are asked to silence their cellular phones while at the school. This ensures both compliance with the above guidelines and serves to set a positive example for students. We seek your support and hope that you will speak with your

children so they too fully understand the importance of following these guidelines.

CHEWING GUM

Careless disposal of gum in drinking fountains, on furniture and on floors present sanitation and cleaning problems and result in costly repairs. Therefore, gum is not permitted on campus.

CLOSED CAMPUS

To maintain student safety, the school building and gates surrounding the school are locked at 9:20 a.m. through 3:25 each day. During the school day, the only access is through the front door of the school office. If a student must leave school at any time during the school day, a parent/guardian must show picture identification, and sign a student release form in the school office. Office personnel will contact the classroom and have the student meet the parent in the office. **All visitors must report to the office for a visitor's pass.**

CURRICULUM DESIGN

The curriculum at Kay Carl is based on a six period day. Each period lasts approximately fifty (50) minutes. During the student day students will receive instruction in mathematics, language arts, reading, science, phonics and social studies. On a weekly basis students will have the opportunity to receive instruction in general art, general music, physical education, library skills, and use the computer lab. We offer special services in the early childhood and resource rooms as well as Speech and GATE (Gifted and Talented Education) for those who qualify.

DRESS

Students wearing any type of clothing or hairstyle that causes

CODE



a distraction in the classroom, or clothing of a particular kind that leads to misconduct are referred to the principal. If in the opinion of the principal the clothing is inappropriate, the student's parents will be contacted to bring appropriate clothing so the student can change. Writing and pictures on clothing must comply with standards of decency. Items of clothing with references to or pictures of immoral subject matter, alcohol or drugs, will not be allowed. District dress code regulation 5141 is as follows:

- Require the wearing of shoes with soles. No flip flops, house slippers, or shoes with wheels are permitted.
- All clothing must be sufficient to conceal any and all undergarments. No skin will show between bottom of shirt/blouse and top of pants or skirts at any time. All sleeveless shirts must have straps at least three inches wide. Prohibited tops include, but are not limited to, crop tops, tank tops, strapless, low-cut clothing, clothing with slits, or tops and outfits that provide minimum coverage.
- Require that all shorts, skorts, skirts, and jumpers/dresses must be at fingertip length.
- All jeans, pants, and trousers must be secured at waist level. Sagging is strictly prohibited. Jeans, pants, and trousers are not to have rips or tears that expose undergarments and/or are located mid-thigh or higher.
- Headgear (hats, hoods, caps, bandanas, hair grooming aids, etc.) is not permitted on campus except for designated school approved uniforms, special events, authorized athletic practices, documented medical conditions, bona fide religious reasons, or CCSD/school sanctioned activities.

- Slogans or advertising on clothing, jewelry, buttons, and/or accessories which by their controversial, discriminatory, profane, and/or obscene nature disrupt the educational setting are prohibited.
- Any clothing, jewelry, buttons, and/or accessories that promote illegal or violent conduct, or affiliation with groups that promote illegal or violent conduct such as, but not limited to, the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia, or clothing that contains threats are prohibited.
- Spiked or studded clothing, jewelry, and/or accessories are prohibited.
- Outerwear such as coats, mittens, and scarves must be removed upon entering the classrooms/buildings. **The final decision of whether the student's appearance is acceptable or not is up to the principal.**

EMERGENCY CONTACT INFORMATION

It is essential that the school have the following information so that a parent or guardian may be notified immediately in case of illness:

- Parent's work number and emergency telephone numbers
- Current home address and telephone number

IF YOUR CONTACT INFORMATION CHANGES, PLEASE COME IN TO THE SCHOOL OFFICE AND PROVIDE NEW CONTACT INFORMATION IN WRITING.

EMERGENCY PROCEDURES

In compliance with CCSD regulations and policies, Kay Carl Elementary School has established emergency procedures for a variety of crisis situations. The school's response to an emergency will vary dependent

upon the specific facts of the situation. The school will cooperate with local, state and federal law enforcement agencies in an effort to protect the safety and welfare of students. The emergency procedures are practiced throughout the school year. Parents are responsible for providing the school up to date emergency contact information. In the event of an evacuation, the school population will walk/or be transported to Lied Middle School or Little Lambs of God Lutheran School.

FIRE DRILLS

As required by law, the Clark County Fire Department conducts monthly fire and Shelter-in-Place drills each school year. Each classroom has emergency procedures posted. It is essential that students obey these procedures promptly when prompted by signal.

FOOD SERVICE

The school breakfast program begins daily at 8:50 a.m. and ends at 9:10 a.m. We are Grant funded. Breakfast and lunch is at no cost! All foods are subject to the guidelines as set forth in the CCSD Nutritional Policy. (<http://ccsd.net/foodservice/1-NutriPolicy.html>).

GRADING

The CCSD Elementary Division uses these grades for basic skill subjects, showing accomplishments relative to other students at the assigned grade level:

- A Excellent Achievement
- B Above Average Achievement
- C Average Achievement
- D Below Average Achievement
- F Failure to Meet Acceptable Standards

of Achievement

The following grading numbers are used in all classrooms to determine letter grades:

- A 90-100
- B 80-89
- C 70-79
- D 60-69
- F 00-59

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

- E Exceptional Progress
- S Satisfactory Progress
- N Needs Improvement
- X Not Evaluated

HEALTH SERVICES

Although a full time FASA (First Aid Safety Assistant) has been assigned to Kay Carl Elementary School, she cannot take responsibility for evaluating signs of illness or injury that have occurred at home. Please refer these to your family doctor or an emergency room physician. A child who has been vomiting or has a fever should remain home until symptoms have subsided. If a child becomes ill during school hours, parents are expected to make arrangements to have the child removed from school immediately. Parents without transportation, and working parents, should make plans for such an occurrence early in the school year. Please inform the school of emergency contact names and numbers, and any medical concerns as soon as possible.

Medications: It is recommended that the parents give all doses of medication at home. If your child must be given medication at school, please contact the school nurse. A CCF-643 must be completed and on file at the

All medication must be brought to school by a parent/guardian. Medications must be in the original pharmacy container with the following information on it:

For the safety of your child, and all students, do not send medications to school without consulting the school nurse.

HOMEWORK

Homework is given as needed!

Tips for Parents regarding homework assignments:

- Decide what time of the evening should be set aside for study.
- Choose an area relatively free from distractions, where your child will be able to concentrate.
- Basic skill review homework can be expected Monday through Thursday (language arts, reading, math, science/social studies).

IMMUNIZATIONS

Nevada law requires children entering school to provide evidence of the following immunizations:

DPT (4)	MMR (2)
Chicken Pox (2)	Polio (4)

for first grade. If the child passes the assessment, he/she is admitted to first grade. If not, the six-year-old child is enrolled in kindergarten.

School Health Office before any medication can be administered. Please note: No over-the-counter medication can be dispensed without a note from a physician; this includes cough drops.

CHILD'S NAME; NAME OF MEDICATION; STRENGTH OF MEDICATION; DOSAGE FOR THIS CHILD; PHYSICIAN'S NAME; DATE PRESCRIBED.

Hepatitis A (2) Hepatitis B (3)

Students will not be permitted to attend school until these series of immunizations have commenced. **Please consult our school nurse or FASA with specific questions regarding immunizations.**

INSURANCE

Parents are encouraged to purchase accident insurance through their regular family insurance agent. **The school district does not carry accident insurance to cover students.**

KINDERGARTEN

The law concerning kindergarten states that "... any child who will arrive at the age of five years by September 30th shall be admitted to kindergarten." However, any child who will be six years of age on or before September 30th who has not been enrolled in a public, private licensed, exempt private, or approved home school kindergarten program may be assessed to determine if he/she is prepared

KINDERGARTEN HOURS

Full day Kindergarten hours are from 9:15 am - 3:26 pm.

LIBRARY

Students are encouraged to check out books from the library. In the event that a book is misplaced or lost, please notify the librarian and a bill will be sent to cover the replacement of the book(s). In the event the book is found later, a refund will be made.

LOITERING

Students must have a valid reason for staying at school after their classes are over. Non-students loitering on campus will be asked to leave or report to the school office for a visitor's pass.

LOST AND FOUND

Lost and found articles will be maintained in a secure central location. To inquire about or to claim a lost item, please report to

the office. Each grading period, a supervised display of lost and found items will be made available to students and/or parents. All articles left unclaimed at the close of the school year will be donated to a charitable organization.

MEDICAL APPOINTMENTS

If it is necessary to schedule an appointment with a dentist or medical doctor during school hours, parents are asked to send a note school day. These foods fall into the following categories:

- Soda Water - any carbonated beverage
- Water Ices - any frozen, sweetened water such as Popsicles and flavored ice with the exception of products that contain fruit or fruit juice
- Chewing Gum - any flavored products from natural or synthetic gums and other ingredients that form an insoluble mass for chewing

stating the time the student needs to be released.

Parents must report to the office when they arrive on campus. The office staff will call the classroom and ask that the student be sent to the office to meet his/her parent.

NEWSLETTERS

School Newsletters will be sent home monthly in each student's Friday Folder. School newsletters will also be posted to the school website.

NUTRITIONAL GUIDELINES

The Clark County School District is committed to providing an environment in which students can make healthy food choices and have opportunities to be physically active in order to grow, learn, and thrive. Research indicates a clear connection between good nutrition, student achievement, and classroom behavior.

This student wellness regulation has been developed to comply with the Nevada Department of Education Statewide School Wellness Policy as well as the Child Nutrition Program (CNP) and the Women, Infants, and Children (WIC) Reauthorization Act of 2004. Foods of minimal nutritional value will not be given away, sold, or used as incentives for students or student activities during the

- Certain Candies - any processed foods made predominantly from sweeteners or artificial sweeteners with a variety of minor ingredients that characterize the following types: hard candy, jellies and gums, marshmallow candies, fondant, licorice, spun candy, and candy coated popcorn



OFFICE HOURS

The school office is open daily from 7:30 am to 4:00 pm. You can reach our office staff at **799-6650**.

PARENT COMMUNICATION

The commitment of parents/guardians to the education of their children is critical to success. Parents often desire contact with various offices or personnel to express views, concerns, and questions; this process can seem difficult. To assist parents in this regard, some simple tips and guidelines have been developed.

- **Classroom Issue**: Contact the teacher and allow 24 hours for return call
- **School Issue**: Contact the school office. The assistant principal or principal will respond to your call within 24 hours
- **Area Issue**: Contact the Area office at 799-1719.
- **District Issue**: Contact the office of the Deputy Superintendent of Instruction 799-5475

Parent Advisory Committee Meetings:

Each Clark County School schedules regular parent advisory meetings. These are productive forums in which parents can express views and learn of various opportunities to participate in the educational process of their children. Please

PARTIES

In observance of special days, teachers may prepare and carry out suitable educational activities. It is expected that these special activities will function as educational projects and that social activities will not begin earlier than one hour prior to dismissal time.



call the school office manager for dates, times, and locations. In addition, the Empowerment Schools Superintendent extends an invitation to attend the Empowerment Schools PAC meetings. Please contact the Empowerment Schools Service Center for details regarding dates, times, and locations for these meetings.

Electronic Communication:

Helpful Information regarding the Clark County School District and its schools can be found at www.ccsd.net. The available links on this website provide detailed information on all aspects of CCSD. Many links include options to email questions and concerns to district personnel. Parents are also encouraged to call their school to inquire about access to the Parentlink database for up-to-date information on their child's progress (grades, attendance, and behavior).

Public Concern Forms:

Public Concern forms are available at all CCSD schools, the Greer Education Center located at 2832 East Flamingo Ave. and the Sahara Administrative Offices located at 5100 West Sahara Ave. It is strongly suggested that parents/guardians notify and attempt to resolve the issue with school or Region before taking this step. Often, a solution is readily obtained at these levels to the satisfaction of those involved.

Parents wishing to recognize student birthdays at school may do so by first making arrangements with the classroom teacher. Celebrations may take place during the student's lunch period, to avoid an interruption in the instructional day. Foods provided should comply with the provisions of the CCSD Nutrition Policy. To avoid hurt feelings, we also request that invitations to private parties NOT be distributed at school

unless they include the entire class. Students are not to exchange gifts at school.

PETS

Pets are not allowed on the school campus unless prior approval has been granted by school administration. The unpredictable behavior of animals creates an unsafe environment for all students, and many students are allergic to pet dander. Your cooperation is greatly appreciated.

PROBLEM REPORTS

A student may at any time come up to the office and request a problem report. A problem report can be filled out for the following reasons:

- To report exactly what the student witnessed regarding a particular incident
- To report harassment by other students
- To inform the administration of a potential problem before it occurs

RELEASING STUDENTS

During school hours students will be released from the school office only. Teachers will not release students from classrooms until they have been contacted by the office. Persons picking up children during school hours are required to report to the office to pick up the student.

For the protection of the students and to prevent unauthorized and unwanted persons (be picked up by a parent), prior to coming to school each morning.

Students who are not picked up by parents/guardians after school will be directed to the school office. Every effort will be made to contact parents or guardians by telephone. It is vital that changes in telephone contact information are provided

from taking children from the school prior to dismissal or at the close of school, the following procedure will be followed:

- No child will be permitted to leave school property with anyone other than the listed parent or guardian unless prior written permission of the parent or guardian has been secured.
- Parents/guardians must show picture identification to office personnel when signing out their children to leave the school.

PLEASE NOTE: STUDENTS WILL NOT BE RELEASED AFTER 3:00 PM

REPORT CARDS

Report cards are issued two times during the school year. A bi-monthly Progress Report will be sent home. Please contact your child's teacher if you have any questions or concerns.

SCHOOL DISMISSAL

Full day and afternoon kindergarten students will be released from the kindergarten hallway playground at 3:26 p.m. Students in grades 1 - 5 will be released from the line-up dots at 3:26 p.m.

Please be sure that your child has a good understanding of how he/she is to go home (walk, ride the bus, ride with daycare or to

to the school so that we can reach you quickly in case of an emergency and/or notify you if your child has not been picked up.

THE SCHOOL OFFICE CLOSSES AT 4:00 PM.

If a student has not been picked up from the school office by 3:45 p.m., an attendance

officer will be called to transport the student to Child Haven.

SCHOOL VISITS / CONFERENCES

If at any time you feel the need for a conference with your child's teacher, please notify the teacher or our office so an appointment can be scheduled.

When you receive a request from a teacher for a conference, please make every effort to meet with the teacher. Conferences are essential in providing the best possible education for your child. When visiting a classroom, we ask you to observe the following procedures:

- Prearrange the date and time for the visit with your child's teacher
- Sign in at the office
- Obtain a visitor's badge.
- Take a seat in the back of the classroom.
- Please limit your visit to thirty (30) minutes or less.

If you have questions, please write them down so that you can ask the teacher after school or during a conference.

SUPPLIES AND TEXTBOOKS

The Clark County School District provides supplies and textbooks for the educational program with the exception of those items necessary for take-home projects.

to visit with friends after school is dismissed.

Occasionally, parents will call the office staff and ask them to give a telephone message to their child. School personnel cannot accept such requests by phone.

Since there is no way to verify that the legal

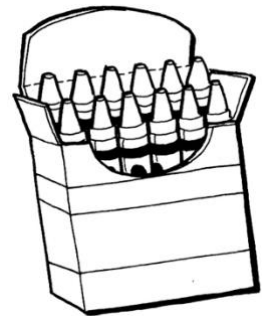


Textbooks are loaned to you. Should any textbooks be lost or damaged beyond normal wear, it becomes the parent's/guardian's responsibility to pay for that text. Textbooks are numbered and issued by the classroom teacher. Numbers are assigned to students and recorded in the teacher's grade book.

Supplies are provided by the School District. However, at the beginning of the year, a Suggested Supply List from your child's individual teacher may be sent home. Teachers may request that you purchase a current events publication to enrich the reading, science, or social studies curriculum. Suggested supply purchases will be held to a minimum and are optional.

TARDY SLIPS

When a student is tardy, he/she must report to the office for a tardy slip that is to be presented to his/her classroom teacher. Prompt arrival at school helps to insure a good start for the day.



TELEPHONE USE

Students may use school telephones with the permission of teachers or office staff. Phones should be used with discretion - they are not to be used for obtaining permission parent/guardian is leaving the message, a possible violation of the Family Rights and Privacy Act may occur.

Should an emergency arise necessitating the need to contact a student, parents are asked to come to the school office and provide appropriate picture identification. We will be happy to assist you.

TRANSPORTATION SERVICES

To determine if your child is eligible for transportation services, please call 799-8100, or type the following link into your browser:

www.ccsd.net/schools/transportation

Student safety is of vital importance in the operation of student transportation services. School buses and/or other District-owned vehicles operated by District employees are regarded as an extension of the school and classroom. The Clark County School District has established Rules of Conduct for School Bus Riders, which the schools will distribute to the students and parents or guardians. The Rules of Conduct for School Bus riders are also posted on each school bus. Misconduct may be cause to suspend or deny transportation services to the student as determined by the principal of the student's assigned school.



USE OF RESTROOMS

Each classroom has a procedure for student use of restroom facilities. However, teachers are sensitive to the individual needs of students to use the restroom at non-prescribed times. Please discuss any special health concerns regarding restroom use with your child's teacher.

VISITORS

In order to provide a safe and secure learning environment for students and staff,

ALL visitors that wish to access the building during school instructional hours (9:15 a.m. through 3:26 p.m.) must check in at the school office and obtain a visitor's badge.

Parents/guardians must present I.D. at the office when removing a child from school during school instructional hours. The I.D. must match the name of an adult/authorized person on student records.

If your child forgot his/her backpack or lunch, or if you plan to bring a surprise lunch, please drop these items off in the school office along with the child's name and room number. We will ensure proper delivery at an appropriate time as to not disrupt the learning environment.

Children who are not students at Kay Carl Elementary School are not permitted to visit classes during the regular school hours unless the principal has granted written approval.

VOLUNTEERS

For the benefit of all school community members, Kay Carl volunteers will be asked to:

- Sign in and out at the school office
- Receive training prior to use of equipment
- Secure necessary supplies and materials from classroom teachers
- Protect the rights and privacy of all parents, staff, faculty, and students
- Allow contracted faculty priority usage of equipment as requested

- Avoid the staff lounge, as this is a contractually protected environment
- Avoid bringing non-school aged children to the school work environment
- Refrain from invoking student disciplinary actions

WEAPONS

Students found to be in possession of a weapon or simulated weapon as defined in District Policy are subject to School

District and City laws. Prosecution could result in expulsion from school.

WITHDRAWING A CHILD FROM SCHOOL

Should it become necessary to withdraw your child from school, please contact Nyesha Coleman, our school enrollment clerk, at 799- 6650. On or before the student's last day of attendance, a parent or guardian will be required to come to school, with picture identification, to complete and sign the necessary withdrawal forms.

