

C.P. SQUIRES ELEMENTARY SCHOOL

PARENT HANDBOOK

MISSION STATEMENT

C.P. Squires is dedicated to every student achieving academic success and developing strong character, in order to become productive members of society.

COLORS

Blue and Yellow

August 2019

Dear Families,

We are happy your child is a student at C.P. Squires Elementary School! We are proud of our educational program and we are proud your child is one of our C.P. Squires Tigers.

The staff at C.P. Squires Elementary School presents this handbook as a way of summarizing our educational goals and informing you about the basic operations of the school. The handbook describes activities and procedures at the school and is based on the regulations and policies of the Clark County School District (CCSD). Please review this material with your child. If you have any questions or concerns call the school or stop by the office. Our phone number is 702-799-7169.

Thank you for taking the time to read this informational handbook. If you have questions, concerns, or suggestions, feel free to contact our office at 702-799-7169. You may also email me at bosacbc@nv.ccsd.net.

Sincerely,

Barry Bosacker, Principal

SCHOOL OPERATIONS

OFFICE HOURS 6:30 A.M. - 3:00 P.M.

INSTRUCTION HOURS 7:45 A.M. - 2:16 P.M.

VISITORS

In accordance with Clark County School District regulations, and in the interest of students’ safety, it is extremely important that we know who is present on the school campus at all times. When visiting the school, please begin by stopping at the office for a pass. Visiting during your child’s lunch is the most appropriate time to visit, as that eliminates distractions/interruptions to the learning environment. You may visit your child’s classroom at any time that you wish, however we do require **prior arrangements** to be made with the classroom teacher. On the day prior to the visit, we ask that you talk with the teacher about the schedule of events, especially if you wish to see a particular subject being taught. While visiting your child’s classroom, please be aware that the teacher will not be able to interrupt her instructional activity to talk with you about your child. **Additionally, please limit classroom visits to 20 – 30 minutes.** If you would like to discuss what you observed or to discuss your child’s progress, please do not hesitate to schedule a conference with the teacher. During your visits, please avoid bringing additional children to school with you who do not attend C.P. Squires Elementary School, as smaller children may disrupt the academic environment.

STUDENT ARRIVAL AND DEPARTURE

Please see that your child does not arrive on school grounds until 7:15 a.m. Students who eat breakfast at school may enter the multi-purpose room at 7:15 a.m. Our school grounds are not supervised until 7:15 a.m. Please do not park or drop off your child in the bus lanes next to the multi-purpose room. In addition, the staff parking lot, located next to the multi-purpose room is reserved for authorized school personnel only.

It is essential that your child(ren) be picked up immediately after dismissal. If your child is picked up by an adult, and he/she does not show up, the office staff will make every attempt to reach you. If we are unable to reach you, we will call the emergency phone numbers that you have provided. If nobody can be reached, it may be necessary for the CCSD Attendance Officer to get involved and transport the child to the Boys and Girls Club, James Unit at 2530 East Carey Ave (702-399-3172). Typically, if a parent has not picked up the child by a designated time (usually 6:00 p.m.) the child will be transported to Child Haven (Child Protective Services), 601 N. Pecos Rd. (702-455-4094). Please provide several emergency phone numbers to help avoid this situation from occurring.

Bus riders are required to ride their assigned bus. Sometimes parents come to the school at the end of the school day to transport their children, even though the students are bus riders. If you do this, it is essential that you notify the office staff before departing with your child. We must be able to account for the child’s whereabouts until he/she arrives at home or at the location of their child care provider.

BEFORE AND AFTER SCHOOL CARE

Please know that C.P. Squires does not have a Safekey program or any other program to provide before or after school care. C.P. Squires does its own after school program during parts of the school year. For more information, please contact Samuel Acosta, after school coordinator.

INFINITE CAMPUS

Infinite Campus is the web based system to effectively monitor the academic progress of your child. This system will provide detailed, real time information, including: Demographics, Schedules, Assignments, Assessment Scores, Calendars, Grades, Attendance, Graduation Progress, an Academic Planner, To Do List, Reports, District and School Notices. Go to campusportal.ccsd.net to access this information.

Parents will register their children for school using the Infinite Campus Online Registration System. Online registration can be completed at home or at your child's school. Only one registration application needs to be completed per family. Parent guides are available at register.ccsd.net or at any CCSD school.

ABSENCES AND ATTENDANCE

Regular attendance in school leads to increased student achievement, and students benefit from the educational opportunities provided by our excellent staff. The following information outlines the major provisions of the Clark County School District Attendance Regulations:

- Attendance enforcement is a shared responsibility between the Clark County School District and the student's parent/guardian.
- Student tardiness and early dismissals is a serious disruption to the educational program and infringes on the educational rights of other students. **Also, please note, "Perfect Attendance" is only granted to those students who are present every academic day for the complete, full day of instruction.**

DEFINITION OF TERMS: ABSENCES

Excused/Approved Absences

- Student is physically or mentally unable to attend school.
- Approval of the teacher or principal has been given for an unavoidable absence due to an emergency.
- Student is participating in a school sanctioned activity outside the classroom during regular school hours, as approved by the principal or designee.
- Student is absent due to a required court appearance or a religious holiday.
- Parent/guardian informs the school in writing in advance that the child will be absent.

Unexcused/Unapproved Absences; Notice of Truancy

- Prearranged absence was not approved in writing in advance of the absence.
- Absence was not due to the physical or mental inability of the student to attend school or due to an emergency.
- Parent/guardian or person in charge of the student failed to notify the school of the reason the student was physically or mentally unable to attend, or the nature of the emergency, court appearance or religious holiday **within three (3) days** after the pupil returned to school.
- Student failed or refused to attend school when so directed by the parent or legal guardian or school official.
- Parent or legal guardian or person having charge of the student failed or refused to require the student's attendance at school.

TARDIES

- Student is not physically present in the classroom at the start of the instructional day
- A tardy becomes a ½ day absence if more than one hour and fifty-five minutes is missed and becomes a full day absence if more than 3 hours is missed of the instructional day.

ARRANGED ABSENCE NOTIFICATION

- If you know your child is going to be absent for a period of time, you may arrange an absence in advance. **Please note: This application must be received at least three (3) days prior to the absence.**
- Submit completed application to the Principal for review. (Applications may be obtained in the Main Office or on our website - <https://www.Squiresementary.com>.)

- Parents may request make-up work (up to a week, longer absences by not be available prior) from the classroom teacher; otherwise, missed assignments will be given to the child upon their return. Make-up work is required to be submitted on time (within 3 days upon return to school) in order to receive credit for the work. **Please note, if you are planning to request assignments prior to the absence, you must give the classroom teacher a minimum of 48 hours notice. This will allow time to prepare the items.**
- **PLEASE NOTE:** Nevada Law allows a parent to arrange absences for a child. Per CCSD Regulation 5113, up to ten (10) arranged absences during a school year may be deemed approved. However, arranged absences in excess of ten (10) during the school year are unapproved. Any arranged absences for which the course work is not completed and submitted as required are also unapproved and count toward the limitation of absences. Students who exceed the limitation of absences in any course will receive denial of credit and/or may be retained in the current grade.
- The CCSD limitation of absences is twenty (20) per year. (Elementary)

MAKE-UP WORK

- Make-up work consists of assigned classroom work which can be made up following an absence (i.e. worksheets, textbook assignments, etc.).
- Please keep in mind, it is virtually impossible for students to make up work directly related to oral instruction and discussion provided by the teacher, classroom discussions, video presentations, guest speakers, etc.
- Students shall be allowed a minimum of three (3) days to complete make-up work.

HABITUAL TRUANT

- Child has been declared a truant three (3) or more times within one (1) school year he/she is deemed a habitual truant.
- Principal of a school shall contact a school police officer or the local law enforcement agency and report any pupil enrolled that is a habitual truant.

EDUCATIONAL NEGLECT

- Student absences are directly related to the parent/guardian not providing proper care, control and supervision for the well being of the student and the school has documentation of repeated attempts to contact and engage the parent/guardian.
- Referral goes directly to the CCSD attendance officer, and it is filed with the Department of Family and Youth Services.

DUE PROCESS

- Parent/guardian of a student with excessive absences or truancies shall be notified by the school in writing of the absences, and the parent/guardian has three (3) days to respond in writing to the notice to appeal the decision. The administrator shall review the records for any suspected errors or extenuating circumstances and make a final determination of the accuracy of the records.

STUDENT RETENTION

Elementary students **MAY** be required to repeat the current grade if during the school year the total number of absences exceeds twenty (20) days and when those absences fall in the following categories:

1. Are unexcused/unapproved;
2. Exceed ten (10) days of arranged absences;
3. Are arranged absences for which classroom requirements are not completed; or
4. Are any combination of 1, 2, and 3.

GENERAL INFORMATION REGARDING ATTENDANCE

- Arranged absences, up to ten (10) days, are always excused/approved: however, arranged absences in excess of ten (10) days per year could be counted toward the twenty (20) days of absences related to repeating the grade.
- If a student has ten or more unexcused/unapproved absences from school, the school shall take reasonable actions (i.e. a required parent conference) to discuss the reasons/circumstances surrounding the absence, interventions to improve attendance and the importance of regular attendance.

- A written explanation by the parent/guardian stating the reason the student was absent within the meaning of the excused/approved absences definition must be presented to the teacher no later than **three (3) days** after the student returns to school.
- Students shall be allowed a minimum of three (3) days to complete make-up work.
- The goal of attendance enforcement is to:
 1. increase student attendance through improved attendance,
 2. communicate to parents/guardians the importance of regular attendance,
 3. communicate the value of the educational opportunities provided by our instructional staff, and
 4. collaborate with parents in developing a plan to promote your child's success in school through daily attendance.

If you have any questions/concerns about the procedures or provisions of the attendance regulation, please feel free to contact the school office, 702-799-7169.

STUDENT PICK UP DURING SCHOOL HOURS

At C.P. Squires Elementary School, we teach up to the last minute of the school day and spend the last few minutes summarizing the day's activities and reviewing skills and concepts. Therefore, you should not request that your child be dismissed early from school unless it is absolutely necessary. Please make every effort to plan doctor and other appointments before or after school. **We do not permit early dismissals after 1:30 p.m.** If you must take your child out of school for an important appointment, please notify the teacher or the front office in writing at least one day in advance. On the appointed date, report to the office, and we will call your child from the classroom upon your arrival. We will require the appropriate identification to be provided prior to releasing any child to any adult. Students are not released directly from their classrooms. We also do not permit students to come to the office to wait for a parent as that causes additional loss of instructional time. Your child will report to the office, upon your arrival, and you will then sign the student out of the school. Extreme care is exercised at all times when releasing students from our school. Only the persons whom you list on your child's enrollment form or emergency contacts may take your child from the school. Please speak with the office clerk if you wish to add the names of other adults whom you will permit to pick up your child. For the safety of our students, the front parking lot gates will be closed at 1:30 p.m. The gates will re-open when the area is clear after the dismissal bell.

CHANGE OF PLANS OR TELEPHONE MESSAGES

THE PRACTICE OF CHANGE OF PLANS IS NOT PERMITTED AT SQUIRES ELEMENTARY SCHOOL. We apologize for any inconvenience this may cause, however this practice creates several concerns. Each day many parents call our office to leave messages for their children. A message to a student involves disruption of a class, use of clerical time, and a possible violation of the Family Educational Rights and Privacy Act (FERPA). In addition, there is no way to verify the legal parent or guardian for a phone message. Therefore, it is important for you to have a plan in place prior to your child arriving at school. If you have an emergency and you need to contact your child, you will be required to come into the office and provide identification before we will contact your child. Additionally, we recommend you contact your emergency contact person(s) listed on your child's enrollment form to make other arrangements when a change of plans is needed and you cannot come to the school office. Parental concerns regarding this policy should be brought to the principal's attention.

WITHDRAWALS

Please notify the office personnel one week in advance when you are withdrawing your child from school. This will allow the office the necessary time to prepare the paperwork. During the last 15 days of the school year it is not necessary to withdraw your child from school. End of the year report cards may be picked up from the office following the last day of school or you may send in a self-addressed stamped envelope for the report card to be mailed.

SCHOOL TELEPHONE

The school office is the center of activities and is busy at all times. Students may only use the telephone in case of emergency or necessity; however, it should be used with discretion. The phone should not be used by students to ask parents to bring homework to school, to arrange for visiting a friend after school, or to ask parents to bring a lunch to the child. Students who forget their lunch from home will be receive a school lunch. Your cooperation in directing your child regarding this procedure is appreciated.

HOMEWORK

There is little evidence in research stating homework helps to improve student learning in elementary school. Many of the students at Squires complete a full school day and two additional hours in the after school program. Because of this, homework will not be required in any classroom on our campus. Some teachers may still send things home for practice, but it is optional and meant as a reference for parents and students. Additionally, if you would like practice for your student, please feel free to request it from the teacher.

CUSTODY

If your custody agreement contains information regarding parental rights prohibiting visitation, it is important that the school receive a current copy of your agreement. All information remains confidential. Our goal is to protect your child. We can only adhere to custody agreements when we have legal documentation of such agreement on file.

EMERGENCY DATA

The school must have current home and emergency numbers and addresses. It is essential for the school to have this information in case of accident or illness. Parents should provide the school with at least three emergency telephone numbers. If this information changes during the year, please notify the school.

PARTIES

In observance of recognized special holidays, teachers may prepare and carry out suitable educational activities and parties. The parties are held during the **last half hour** of the day. All grade levels may conduct special activities for Halloween, Thanksgiving, winter holidays, and Valentine's Day. Students are not permitted to exchange gifts at school. Birthday celebrations for students are not held at school, although many teachers provide a few moments of special recognition for students on their birthday. **If you plan to bring treats for your child's birthday, please make arrangements with your child's teacher.** Treats will be distributed during the class's lunch time only. Parents may not bring or send balloon bouquets, cakes, or other such items to school for birthdays. However, because cupcakes are quick and easy to distribute to students, parents may send them if they wish. **Party invitations are not to be brought to or distributed at school.** We also ask that you refrain from sending soda, especially caffeinated beverages, or drinks with a red or dark color as this will cause stains on the classroom carpet, if spilled. Also, please check with your child's teacher regarding any allergy concerns.

BICYCLES/SKATEBOARDS/ROLLER BLADES/SCOOTERS

Students riding bicycles or scooters to school must walk them from the sidewalk to the bike rack. They must be locked because the school is not responsible for damaged, stolen, or lost bicycles. Skateboards, tennis shoes with retracting rollers, or roller blades, are not allowed on school grounds. The Squires requests that bike riders wear helmets.

LOST AND FOUND

Clothing and lunch boxes that have been lost by students are kept on display in the multipurpose room. We encourage parents and students to look in the lost and found whenever the child has lost something. Because of the high volume of lost and found items, the lost in found is cleared out about once per month and is donated to a local

charity. Small items such as jewelry are kept in the school office. Please label all lunch boxes, jackets, and sweaters so that we can return these items to your child if they are lost.

SCHOOL MEALS

All students at C.P. Squires receive free breakfast and lunch. Breakfast is served from 7:15 a.m. to 7:45 a.m. Lunch times vary depending on grade level.

MEDICATION AT SCHOOL

All student medication will be kept in the health office. The medication will be administered by office staff members who have been trained to do so. Parents should pick up all student medication on or before the last day of school. If you have any questions, please do not hesitate to call and speak to our school Nurse or First Aide Safety Assistant (FASA) at 702-799-7169 at extension 4021 or 4022.

Prescription Medication:

A student needing prescription medication during school hours must have a completed Medication Release form that can be obtained from the health office. A licensed practitioner must have prescribed the medication.

If your child complains of not feeling well, please try to determine the cause. If your child has a fever, it is appropriate to keep him/her at home.

RULES AND PROCEDURES

Good student behavior is essential to meet our educational goals. We will follow the policies of the Clark County School District and the laws of the State of Nevada when dealing with unacceptable behavior. For the complete regulation dealing with discipline, visit www.ccsd.net and search for CCSD Regulation 5141.1. We appreciate parent cooperation in dealing with chronic problems.

All students are expected to consistently adhere to the following rules and procedures:

1. Students should not arrive at school before 7:15 a.m.
2. Students may not leave campus during the school day without parental permission and without notifying office personnel.
3. Use of the telephone is limited to emergency situations. Permission to go to a friend's house after school is not considered an emergency. Please instruct your child not to go to a friend's house after-school without your knowledge.
4. Unless special permission is acquired from the principal, students are not to bring sports equipment, toys, pets, iPod®, handheld video games, cameras, or like items to school. These items, often referred to as nuisance items, cause a disruption to the learning environment and should be kept at home. Students found in possession of such items will have them confiscated and they will only be returned to a parent/guardian at the end of the day.
5. Bike riders are requested to wear helmets. They must walk their bikes whenever they are on campus. They are on campus when they cross the sidewalk and step onto school property. Students must park their bikes in the designated bike area. Bicycle locks are required.
6. Students may not climb fences or the school roof at any time, including weekends. They are not permitted on campus after school hours.
7. Students are expected to complete class work promptly and to the best of their ability.
8. Skates, tennis shoes with retracting rollers, and skateboards are prohibited before, during, and after school hours.
9. The staff parking lots, located next to the multi-purpose room and near the front office, are designated for school personnel only and is off-limits to students and parents. The gates near the front office will close at 1:30 p.m. for the safety of our students at dismissal.
10. Gum is not permitted at school.

11. Students will be expected to follow school-wide rules posted in the classroom, hallways, and multipurpose room.
12. Many families have purchased cellular telephones for their children as a method of staying in contact with their child. Please be advised that using cellular telephones during the instructional day is prohibited. **All cellular telephones must be turned off during all instructional times. Also, C.P. SQUIRES IS NOT RESPONSIBLE FOR LOST, DAMAGED, OR STOLEN CELLULAR PHONES.**

Depending on the infraction, a student may be required to have a conference with the school behavior specialist, Principal, or Assistant Principal. Actions taken for minor infractions may include a conference with the student, school citation, telephone call to the parent, lunch detention, and/or parent signature on school discipline report. Bus related infractions are typically in writing on a bus report and given to the Assistant Principal. Bus reports are handled within an acceptable timely manner.

The following are considered serious school infractions. If a student engages in any of these unacceptable behaviors, he/she may be sent home with the requirement that a conference be scheduled with the parent, child, and the administration before the student can return to school, otherwise referred to as an RPC and/or Suspension:

- a. aggressive behavior toward others
- b. insubordination
- c. unacceptable language
- d. extortion
- e. theft
- f. leaving the campus without permission
- g. pulling the fire alarm when there is no emergency
- h. serious offenses which endanger the safety and/or health of others
- i. damaging school property
- j. bringing a weapon (real or toy) to school (even if there is no intention of harming others)
- k. repeated minor infractions
- l. assault
- m. indecent exposure
- n. physical fighting
- o. arson
- p. dialing 911
- q. drug/alcohol/cigarettes possession
- r. bullying (repeat w/some student)
- s. videos/pictures (cell phone)

Bus Rules and Procedures

School bus transportation is a PRIVILEGE that can be temporarily and permanently taken away when a student does not adhere to school bus regulations and continues to misbehave while riding the bus. We believe that all students can and should behave appropriately and safely while waiting for and riding the bus. Please be aware that there is no supervision at the bus stops by school personnel, therefore, we encourage parents to supervise their children while waiting at the bus stop. This is especially important for younger children. Students are only permitted to ride a bus as assigned by CCSD Transportation Department. Students are not permitted to ride a bus they have not been assigned to by CCSD Transportation. Prior to the beginning of the school year, parents will be notified of bus route schedules by CCSD Transportation. Upon moving to a different residence on base, please notify the school office immediately, in order for your child's school records and transportation information to be updated.

Students must behave in such a manner as to not interfere with the driver's performance. Safety is the most important factor while riding the bus. Students do not always understand that their behaviors may put themselves and others at risk. Please report any transportation concerns to the Clark County School District Transportation Department at 702-799-8111. When reporting a concern, please be prepared to provide your student's bus route number to transportation personnel.

Within the first few days of the school year, parents will receive information regarding the district's disciplinary policy for misbehavior on the bus in our beginning of the year student packet. Parents of bus riders are required to read the policy to their children and sign and return the notification to the school.

The rules that apply to the bus stop areas are as follows:

1. Be courteous to all children and adults at the bus stop.
2. Throwing rocks or other such objects while at the bus stop, is strictly prohibited.
3. Refrain from games such as chase, races, foursquare, and football. The only games that are appropriate at the bus stop are “small” games between two students that do not involve running or throwing things. Students are not permitted to bring toys to school without special permission, so they should not have basketballs or footballs at their bus stop.
4. Refrain from walking on private property. Students should not touch items in the yards while at or while walking to and from the bus stop.
5. Stay clear of the street. Students are to remain on the sidewalk.
6. Students should arrive at the bus stop no earlier than 5 minutes **before** the arrival of the bus.
7. Appropriate student behavior and student interaction is expected at all bus stops.
8. While riding the bus, students must remain seated at all times, facing forward, with hands and backpacks in laps and feet on the floor. In addition, students must use a quiet voice to talk to others and must use only appropriate language.
9. Hitting others, using inappropriate language, throwing objects, writing on seats, getting out of seat, turning around in seat or putting arms and legs in the aisle of the bus is strictly prohibited and may result in a bus citation.

WATER

Proper hydration is important for good health. Most classrooms are equipped with a water fountain. Teachers have received information on how to watch for signs of dehydration. Students are encouraged to drink water frequently. Water bottles are permitted in the classroom. However, juice or other types of drinks are prohibited.

PERSONAL COMMUNICATION DEVICES

Students may not use personal communication devices such as cell phones, pagers/beepers, or other similar electronic communication devices during the instructional day. Such devices are prohibited at **all** district school campuses during the instructional day. For a complete description of the rules and regulations regarding cellular telephone usage, see CCSD Policy 5136. All CCSD Policies and Regulation are available at www.ccsd.net. In addition, these devices are the student’s responsibility and C.P. Squires Elementary School will not be responsible for lost or stolen items. These devices must remain off during instructional time. This includes students taking pictures on their cell phones during the instructional day and while passing through hallways. Students who violate this policy will be disciplined in accordance with the Clark County School District’s Behavior Guidelines.

DRESS AND APPEARANCE

The families of C.P. Squires Elementary voted to implement a mandatory Standards Student Attire policy. Students must adhere to the following requirements. These items can be purchased at department stores, Wal-Mart, K-Mart, or other local stores.

- Pants, shorts, skirts, and jumpers must be solid navy blue or khaki and without embellishment (rhinestones, sparkles, patches, etc.).
- Jeans are permitted. Jeans must fit and free of holes and tears.
- Shirts and blouses must solid navy blue, red, black, or white.
- Long sleeve shirts worn under collared shirts (for warmth) must be solid navy blue, khaki, red, black, or white.
- Tights or leggings worn under skirts or jumpers must be solid navy blue, red, black, white, or khaki.
- All items must be without patterns, words, and logos.
- Outerwear (hooded sweatshirts, sweaters, or jackets) do not need to be in Standard Student Attire colors, but must be removed in the classroom unless classroom temperatures are too cold (as determined by the classroom teacher).

- Standard Student Attire is required on all school days, including Fridays. Students and families will be notified in a flyer of occasional school spirit days when Standard Student Attire is not required.

Students are required to show proper attention to personal cleanliness and hygiene. Dress, personal appearance, and conduct must conform to Clark County School District Regulation so as not to disrupt or detract from the educational environment. The Regulation 5131 specifies the following:

1. Shoes must have soles. Flip flops do not have a solid sole and are discouraged as they create a safety concern especially during recess and P.E. We encourage parents to be aware of their child's assigned days for P.E. (twice a week) so that appropriate athletic shoes may be worn on those days.
2. No skin may show between the bottom of the shirt/blouse and the top of pants or skirts.
3. Strapless, low-cut clothing, clothing with slits, or tops and outfits that provide minimum coverage may not be worn.
4. No spaghetti straps are permitted.
5. All sleeveless shirts must have straps at least three inches wide and cover the shoulder.
6. All shorts, skirts, and dresses must be at least fingertip length when holding arms straight down along the side of the body.
7. If shorts are worn, they must be hemmed and without fraying.
8. Headgear (hats) may not be worn on campus except for designated school approved uniforms or at authorized athletic practices/activities, and recess time. Hats must be removed while in the classroom and multi-purpose room.
9. Slogans or advertising, which by their controversial or obscene in nature and disrupt the educational setting, are prohibited.
10. Spiked or studded clothing, wallet chains, or other items deemed unsafe are not permitted.
11. Coats, mittens, and scarves must be removed upon entering the classroom.

Students who do not follow these dress standards will be contacted by the Behavior Strategist for the first infraction. In the event of a second infraction, parents are called and will be required to bring a change of clothes for their child.

The administration will have the right to designate which types of dress, fashion, fads, or appearance disrupt or detract from the educational program and may be a potential safety hazard.

The principal may grant exceptions to these standards for special occasions and/or special conditions and/or dress-up days.

For safety reasons, we strongly discourage students from wearing open-toe sandals to school. At school students are frequently in crowded areas and if they are wearing sandals, there may be an increased risk of injury.

GRADES AND REPORT CARDS

The C.P. Squires Elementary School grading scale is as follows:

A 90% - 100% B 80% - 89% C 70% - 79% D 60% - 69%

For elementary school students, report cards are issued twice a year at the end of each semester. At the end of the final semester of the year, report cards are distributed to students upon dismissal on the last day of school. Report cards may not be issued prior to the last day of school. For students not attending the last day of school, parents may pick up their child's report card from the office on the day following the last day of school. In addition, parents may send a self-addressed stamped envelope to their child's teacher prior to or on the last day of school, so the report card can be mailed.

Written Unsatisfactory Notices are issued several weeks before the close of each grading period. Teachers send home an Unsatisfactory Notice if a student's progress is such that his/her report card grade may fall two or more letter grades or if the student may receive a failing grade on his/her report card. Parents are expected to sign and return the notice to the teacher and are encouraged to schedule a conference with the teacher. If you have any

questions or concerns regarding your child's grades, classroom or homework assignments, or teacher grading policy, please contact your child's teacher via phone, email, and schedule a conference.

Infinite Campus allows parents to view their child's current grades in real time. If you experience problems with **Infinite Campus**, or if you need a login/password, please contact our office for assistance 702-799-7169. If problems persist, contact the principal.

PARENT-STUDENT-TEACHER ACADEMIC PLANNING TIME

Teachers will contact parents of each of their students to schedule a parent-student-teacher conference during the months of September and February. In addition, parents are welcome to request a conference anytime throughout the school year and as often as necessary.

HARASSMENT/DISCRIMINATION

Discrimination is defined as a failure to treat all persons equally where no reasonable distinction can be found between those favored and not favored. It is the unfair treatment or denial of privileges to persons because of their actual or perceived race, color, national origin, age, sex (including non-conformity to gender stereotypes), sexual orientation, age, disability, and/or religious preference. Harassment is any verbal, visual, or physical conduct that is sufficiently severe, persistent or pervasive that adversely affects, or has the purpose or logical consequence of interfering with the student's educational program or creates an intimidating, hostile, or offensive school atmosphere because of that person's actual or perceived race, color, national origin, sex (including non-conformity to gender stereotypes), sexual orientation, age, disability, and/or religious preference. Harassment, whether it is by students, staff, or third parties in the school community, is strictly prohibited, and will subject the perpetrator to disciplinary action. Examples of discriminatory harassment include but are not limited to behaviors that ridicule, degrade, or harass a person because of that person's actual or perceived race, color, national origin, sex (including non-conformity to gender stereotypes), sexual orientation, age, disability, and/or religious preference such as:

1. Unwelcome comments, ethnic, racial or anti-gay slurs or jokes, or threats;
2. Cartoons, graffiti, posters, visuals, etc., with offensive connotations though nothing shall prohibit use of such materials for genuine academic, educational or instructional purposes;
3. Sabotage, criticism, unreasonable monitoring of student's work, etc; and/or
4. Hitting, intentionally blocking the path of the body, hand or facial gestures.

Clark County School District Regulation 5141.2 provides further detail regarding the District's policy against harassment.

DRUG-FREE AND BULLY-FREE SCHOOL

C.P. Squires Elementary School is a drug-free campus in accordance with the Stand-Up 2 Change initiative in accordance with the Drug-Free Schools and Communities Act Grant. If a student needs help with drugs or alcohol problems, he/she should contact a teacher, school nurse, or principal. In addition, C.P. Squires Elementary is also a bully-free school. Bullying of any type, verbal or physical, that occurs on campus or on the bus is absolutely prohibited. Your child's safety is our first priority. If a student has a concern regarding this issue, he/she is to report the incident immediately to any teacher or staff member, so that the issue can be resolved in a timely manner.

PARENT INVOLVEMENT POLICY

C.P. Squires Elementary, in a continuing effort to support Clark County School District Policy, has adopted the following parent involvement policy that mirrors the district's policy to ensure continuity between the school and district.

OPENING THE LINES FOR PARENT COMMUNICATION

Parents/Guardians... your commitment to your child's education drives the success that our school is working hard to achieve. Your help is needed for us to maximize learning opportunities for all of our students. Please consider the following guidelines to assist you when you have questions, concerns, or ideas that require the attention of school district personnel:

- **Classroom Issue, Question or Idea?** Contact the teacher first. Arrange a conference to discuss concerns or to obtain information. If the situation is not resolved, contact the Principal or the Assistant Principal.
- **School Issue, Question or Idea?** Contact the school and request to speak with the responsible administrator. If the situation is not resolved at this level and you have not yet spoken with the principal, please contact the Principal. Issues or questions that are not resolved at the school level may be addressed to the appropriate district office. Please contact the CCSD information desk at 799-5311 for the appropriate information.
- **District Issue, Question or Idea?** Contact the appropriate supervisor of C.P. Squires by calling 799-2640 to obtain that information.

Public Concern forms may be filed at any time; however, as issues and questions are usually resolved and answered at the level at which they occur, it is strongly recommended that you avail yourselves of the opportunity provided to discuss situations first with school personnel. Public Concern forms are available at all CCSD schools, the Greer Education Center located at 2832 E. Flamingo, the Area One Service Center Office located at 5240 Goldfield Street, N. Las Vegas, NV 89031, the Sahara Administrative Offices located at 5100 W. Sahara Avenue or by calling 799-5438.

It is important to work together to support the education of our children. In the spirit of working together, the Clark County School District is committed to acknowledging your inquiries within a 24-hour time frame in terms of initially informing you that the appropriate office is in receipt of the information provided. There may be times in which other classroom, school or district responsibilities may prohibit the individual you wish to speak to from being available immediately to address your concerns or questions; however, your concern will be fully communicated and addressed in a timely manner. Additionally, there may be times in which your inquiry will be re-directed to a more appropriate individual to address given the nature of the concern and/or steps that have not yet been taken to resolve the matter. We are committed to strengthening the lines of communication. As the school year unfolds, we want to ensure that you receive the assistance you need through the various contact options available to you.

Thank you for taking the time to read our handbook. If you have any questions or concerns, please do not hesitate to call our office to arrange an appointment with appropriate staff, or e-mail the principal at bosacbc@nv.ccsd.net.