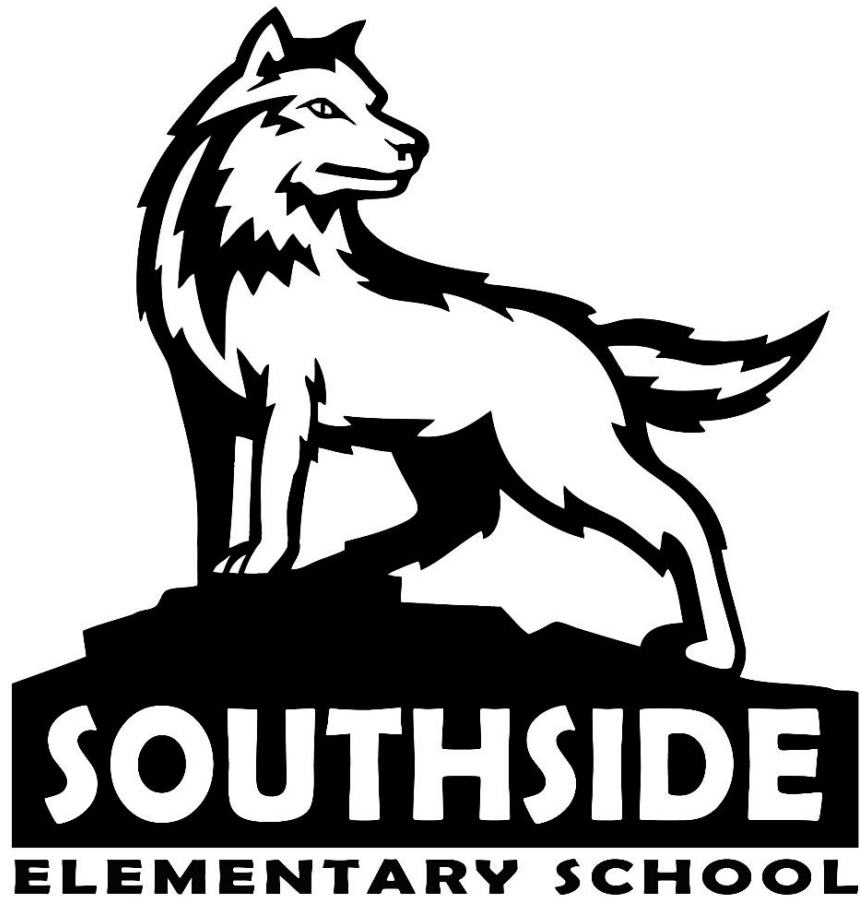


STUDENT HANDBOOK

2019-2020

POLICIES AND PROCEDURES



MISSION STATEMENT:

Southside Wolves are **RESPECTFUL**,
RESPONSIBLE and doing their **BEST**.

ABSENCE PROCEDURES

Parents need to contact the office at 738-3731 if their child is unexpectedly going to be absent. If you do not contact the office by 10:15 am, the School Messenger system will call to inform you that your student is absent.

When your child returns to school, if you haven't called, you will need to send a written note explaining the absence. Please include the child's first and last name and date/dates of absence. **If an absence remains unexcused for three (3) school days, after the student returns to school, they will be considered truant.** If your child was seen by a physician, bring the school the doctor's excuse. A doctor's note will exempt the child's absence and will not count towards days missed in the attendance policy.

Students will be expected to make up missed work in a reasonable amount of time upon their return to school.

In the event of a planned absence notify the office as soon as possible with a written note that is signed and dated.

Notify the office by 9:00 a.m. if you are requesting homework. Homework can be picked up at the office after school.

ATTENDANCE POLICY

It is important that your child is at school each day to receive the maximum benefit from the classroom environment. Instruction and classroom participation occurs each day and is important for continuous learning. Please make attendance at school a priority for your child.

To ensure all students receive a quality education, Elko County School District policy requires a minimum number of days (90% of days enrolled) that a student must be in attendance at the school they are enrolled in to be promoted to the next grade. (Please see Elko County School District Attendance policy-JBBA for further information).

Excused absences are generally ones that involve parental permission for illness, family emergency, and other pre-approved absences. An excused absence will allow a student to make up missed work and will not result in truancy. Excessive excused absences (more than 10 per semester) may result in truancy.

Unexcused absences are unauthorized absences from school and mean that a student will not be allowed to make up missed work. Student may also suffer disciplinary actions such as being declared truant.

Exempt absences are generally those that involve a doctor or nurse verification or a verifiable family emergency. They may also include certain pre-approved absences. Exempt absences do not count against the minimum day attendance policy.

Quick Reference Guide

These are sample situations to assist parents in understanding the attendance policy.

<u>Type of Absence</u>	<u>PARENTAL ACTION</u>	<u>Excused/Exempt Status</u>
Child is sick.	Notify School	Excused but not Exempt without doctor or nurse verification.
Child is on a school sponsored trip.	None	Student is considered in attendance.
Child gets sick at school and is sent home.	Sign student out at office.	Excused and Exempt
Child is on family vacation while school is in session.	Absence needs to be pre-arranged.	Excused but not Exempt
Child is absent due to a serious illness or death of a relative.	Notify School	Excused and Exempt. This is a verifiable family emergency.
Child is absent due to an educational experience outside of school.	Absence needs to be pre-arranged.	Excused and Exempt. Principal needs to pre-approve the educational experience.
Child is ill and absent numerous days throughout the school year.	Notify school for each absence and ask doctor for a note if one was seen.	Excused and exempt with doctor or nurse verification.
Child is absent for unknown reason.	No note or call received from parent.	Unexcused absence and NOT Exempt. Child will be considered truant.

Minimum Days Of Attendance Required For Kindergarten Through Fourth Grade

Less than 90 percent attendance of days enrolled may result in a student’s loss of promotion into the next grade.

Parent Notification Procedures For Kindergarten Through Fourth Grade

Step 1 Letter indicating a student has missed five (5) days. This letter shall include contact number if the school office.

Step 2 Letter indicating a student has missed ten (10) days. This letter shall include a request for a parent/student conference with school administration and a reminder of the danger of not being promoted.

Step 3 Letter indicating a student has missed fifteen (15) days. This letter shall include a request for a parent/student conference with school administration and a reminder of consequence of continued poor attendance.

Step 4 Letter indicating a student has exceeded the District's attendance policy. This letter will include a request for a conference with the parent and student to discuss the school's decision regarding non-promotion and/or appeal. Include a statement clarifying the appeal process and the name and number of the individual to contact for assistance.

Exceptional Circumstances

The following factors may be considered, but are not limited to, as unavoidable and/or defensible exceptions to the minimum number of attendance days:

1. Doctor verified medical release.
2. Prearranged education experiences outside of school.
3. Verifiable family emergencies.
4. Extended injury or illness which is doctor verified.
5. Absences directly related to a student's identified disability.

The District review committee will determine, based upon the information provided, whether the student's circumstance warrants promotion or non-promotion (loss of credit). All parties involved will be immediately notified of the decision.

BEFORE SCHOOL DROP-OFF

School starts at 8:20 on Monday, Tuesday, Thursday and Friday and at 9:20 on Wednesday. **THERE IS NO ADULT SUPERVISION AT THE SCHOOL UNTIL 8:00 AM EACH DAY.** Please do not drop off students prior to 8:00 am.

BIKES AND SCOOTERS

Students who ride bikes/scooters to school are to park them in the designated bike rack. All bikes/scooters should be locked. No bikes/scooters are to be ridden on school lawn, parking lots, sidewalks or playground. For safety reasons, students must walk bikes/scooters while on school property. The district assumes no responsibility or liability for loss or damage to bikes and scooters.

BOOKS AND MATERIALS

Students are issued books needed for the year. Students are responsible for the reasonable care of textbooks and other educational supplies. Willful neglect or destruction of school property **will result in the student, through his parent/s or guardian being required to compensate for their replacement or repair.**

BULLYING/HARRASSMENT/INTIMIDATION POLICY

It is the policy and goal of the Elko County School District to provide a safe and respectful learning environment for all students and staff. No member of the Board of Trustees of the school district, nor employee of the Board of Trustees, including, without limitation, an administrator, principal, teacher or other staff member, nor any student of the school district shall engage in any conduct on or off school property which results in "bullying", "cyber-bullying", "harassment" or "intimidation" of any student on school property, at an activity sponsored by a school or on any school bus. **If any such activity is suspected contact your child's teacher or the school administrator.**

BUS ASSIGNMENTS

Students must ride their assigned bus during the school year. District policy does not allow for a bus change due to extra-curricular activities (sports, visiting friends, etc.) In an emergency situation involving the bus, parents may call the Transportation Department at 738-4360.

BUS CONDUCT

The school bus is an extension of the classroom. Expectations for student behavior are similar to those of the classroom. Refer to ECSD Policy JCCC and material distributed by your child's bus driver for details. Also refer to the Discipline Procedure section in this handbook for consequences associated with failure to comply with the rules for bus conduct.

BUS PROCEDURES

All bus students will remain in the designated area by the gym unless unsafe weather conditions are present, then students will go inside the gym. Restrooms in the gym will be used by the students if needed. When busses arrive students will line up in their designated lines.

CELL PHONES

Cell phones and other electronic devices are allowed on the campus however students may use their cell phone or other electronic devices **only before or after school hours**. Cell phones and other electronic devices must be **turned off during school hours (8:20-3:20)** and stored safely. **Students are not allowed to call parents during the day. If they have an emergency, they should notify their teacher and the school will handle these appropriately.** If a student does not wish to store his/her phone or other electronic devices in a backpack, they may leave the device in the office in a secure drawer designated for electronic devices.

If a cell phone rings or is being used during class time, in the hallway, or at lunch, the phone may be confiscated. If a student's phone is sent to the office, parents will need to come in and pick it up from the front office. The phone in the office is available for students to call in case of an emergency. If for some reason a student needs to make a call on his or her cell phone during the school day, the student must go to the office and receive approval from an administrator to use the phone. Please see the ECSD policy regarding expectations, use of, and consequences for electronic devices for additional information. (Refer to Elko County School District Policy JDBA)

CHECKING STUDENTS OUT DURING SCHOOL HOURS

Students are involved in educational learning at all times during the school day. **PLEASE DO NOT CHECK YOUR STUDENT OUT OF SCHOOL EARLIER THAN THE REGULAR DISMISSAL TIME.** If the student needs to be taken out of class early, a parent or guardian **MUST SIGN THE STUDENT OUT AT THE OFFICE** regardless of classroom location. For the safety of all students, **parents/guardians need to wait at the office for their child. Students will be called down to the office for pick-up so that disruptions to the classroom learning environment are kept to a minimum.**

If someone other than the parent is picking the student up, the school must be notified in writing by the parent, the name of the person picking up the student. That person must show picture identification and be listed as an emergency contact in Infinite Campus before the school will release the student to them.

CLASS PARTIES

We recognize the need to celebrate seasonal holidays with respect for individual beliefs. Classrooms may hold seasonal celebrations at the teacher's discretion. Any costumes worn should be appropriate for school and not include any look-alike weapons, or be threatening or disrespectful. Treats for parties must meet the district's guidelines in the ECSD Wellness Policy. Contact our child's teacher prior to bringing treats to school.

CLOSED CAMPUS

Southside Elementary operates under a closed campus policy. This means students are not to leave the school grounds during the day unless permission is arranged ahead of time through the office.

DISCIPLINE PROCEDURE

It is our goal to insure all students have a positive learning environment in order to be successful. In order for that to occur, we must establish and enforce the rules that make all students and adults safe. Southside Elementary has implemented the Positive Behavioral Interventions and Supports (PBIS) program. Information and expectations regarding this program can be found in the PBIS appendix of this handbook.

Administration will follow the Elko County School District's Progressive Discipline Plan and the school's PBIS plan for student consequences. The Progressive Discipline Plan can be found on the school website under the *Family* tab www.southside.ecsdnv.net.

DRESS CODE

The following guidelines are enforced for the **SAFETY, HEALTH AND WELL-BEING** of all students:

1. Footwear of some kind must be worn appropriate for weather & activities (recess, P.E., etc.).
2. Clothes must be clean, neat, and must meet reasonable standards of health and hygiene
3. Extremes are not permitted (swimwear, bare chests, etc.)
4. Nothing that would damage school property may be worn
5. Distracting attire is not permitted
6. Appropriate shorts may be worn in August, September, April, and May--weather permitting. Shorts and skirts are to be as long as the tip of the fingers when arms are held to the side of the body.
7. Appropriate tank tops are permitted-NO spaghetti straps.
8. No baggie pants or shirts where student underclothing is visible.

EMERGENCY CONTACT INFORMATION

Please see that current address and phone numbers are on file at the school along with an emergency contact person. This information is crucial in the event of an emergency.

FERPA

FERPA is a federal law that allows parents and students certain rights with regard to student's education records.

- Parents and eligible students have the right to review education records within 45 days of the day the school receives the request for access.
- Parents and eligible students have the right to request an amendment to the student's education records they believe to be inaccurate or misleading.
- FERPA authorizes exceptions in disclosure of student's education records without consent; i.e. school officials to fulfill professional responsibilities, records sent to other schools which a student intends to enroll, and directory information publicly provided as designated by Elko County School District (but not limited to name, address, telephone number, email address, date/place of birth, photographs or likenesses, audio and video tapes, participation in officially recognized activities and sports, field of study, height and weight of members of athletic teams, enrollment status, dates of attendance, awards received, the most recent previous school attended, grade level, honor roll status, and class list).
- Parents or eligible students may refuse to let the school designate any or all of those types of information about the student as directory information by notifying the school in writing that the parent or eligible student does not want any or all of this information designated as directory information.

To review the complete FERPA federal law, contact the school office.

FIELD TRIPS

Field trips represent wonderful learning experiences for students. A field trip permission slip will be sent at the beginning of the school year for parents to sign. This must be completed before a student is allowed to attend any trip. Parents will be notified of details for each individual field trip prior to students attending. A student can only be released to a parent from a field trip if the appropriate form is completed and signed by a school administrator prior to the trip. The correct form can be found on the Elko County School District website or at the front office of the school.

FIRE/EMERGENCY DRILLS

Students and staff at Southside will participate in regularly scheduled and impromptu emergency drills, including but not limited to, fire drills, earthquake drill, shelter in place drills, and lockdown drills.

GAMES AND TOYS

Students should not bring games, toys, iPads, etc. to school without prior permission. The school is not responsible for and will not provide compensation for personal items that are lost or stolen at school.

HEALTH SCREENING

Students participate in basic health screening (weight, height, hearing, vision, etc.) throughout the year. Should further evaluation be needed, parents will be contacted for permission to perform a more thorough assessment.

HOMEWORK

Homework assignments are an integral part of the school program and are determined by each individual teacher. They may consist of long-range assignments, work not completed during the day, work on which students need additional practice, or make-up work. Homework will not be assigned as busy work or for disciplinary reasons. Students are expected to complete homework as assigned. A daily Homework Room is available for students if homework is not completed.

Any concerns with homework should first be addressed with the classroom teacher. Refer to ECSD Policy IHB for details.

IMMUNIZATION RECORDS

Nevada law requires that any child entering school have the minimum dosages or be currently taking the required immunization series. Copies of immunization records will be taken to include in school records. Immunization requirements are available from the school nurse.

INSURANCE

Accident insurance for students is available through the school district. Information concerning this insurance is sent at the start of the school year or can be found at the office.

LOST AND FOUND

All articles found should be turned into "Lost and Found". If an article is lost, check Lost and Found as soon as possible as articles are removed from the school every nine weeks.

LUNCH

Hot Lunch and breakfast will be available to all Southside students at no cost. Cost for visitors and extra milk is as follows:

- \$3.50 per student or adult visitor
- \$0.50 additional milk (one provided with lunch)

LUNCHROOM EXPECTATIONS

Much like the school bus, the lunchroom is an extension of the classroom. Because the amount of time to eat is limited, it is expected that students will eat first and visit second. When it is determined to be appropriate, lunch room monitors may ask students to stop conversing so they have time to consume their food. Nutrition is an important part of the learning process and we want to ensure that all students have adequate opportunity to finish their meal. The following Lunchroom Expectations have been implemented.

Southside Lunchroom Expectations:

Southside Wolves do our BEST when we are:

Respectful:

- By taking the food we touch and not touching other people's food.
- By using inside voices.
- By saying please, thank you and you're welcome.

Responsible:

- By staying in our seats.
- By raising our hand to ask for something or to use the bathroom.
- By cleaning up our eating area.

MEDICATION

Medication can only be given to students by the school nurse and only with proper verification from a doctor that the medication is necessary. No medication may be kept by students or in classrooms. Contact the school nurse should it become necessary for medication to be given during school.

NEW STUDENTS

Parents/guardians must register all new students at the office with an immunization record and a birth certificate. No student will be admitted without these records.

PARENT CONCERNS PROCEDURES

If, during the course of the school year, you have questions or concerns about your child's education, please follow this process:

1. Meet with your child's teacher and work through the problem-solving process:
 - A. What is the problem?
 - B. What are the causes of the problem?
 - C. How can the problem be solved? (Identify all the options.)

2. If you were unable to solve the problem after meeting with your child's teacher, please schedule an appointment to meet with the school administration and the teacher.

PARENT/TEACHER CONFERENCES

There are two scheduled times for parent/teacher conferences throughout the school year. You will be contacted by your child's teacher with exact times for your conference.

Conference Dates: Conferences take place after the first quarter (beginning of November) and after the third quarter (end of March.) Please refer to the Elko County School District School Calendar for exact conference dates. The calendar can be found at www.southside.ecsdnv.net under the *Calendar* tab.

Informal conferences between teachers and parents are always welcomed should the need arise. In order to maintain the school schedule, it is encouraged to arrange these conferences in advance through your child's teacher. Generally, the best time is before or after school.

PHONE MESSAGES

Classes will not be interrupted for phone messages from parents, unless it is an emergency. Messages will be given to students @ 2:00 p.m. Please make all arrangements prior to school time with your child, or let the office know prior to 2:00.

PTA

The PTA is a parent-teacher organization developed to help improve our school. Each year the PTA helps with programs for students, volunteering in classrooms, and fundraising for numerous school improvements. Members are always welcome. For meeting dates or membership information contact the school.

RECESS POLICY

All students will be sent outside for recess. Students who are ill will not be allowed to stay indoors without a doctor's excuse stating they are well enough to be at school but not well enough to go outside. In the event that a student needs to stay indoors, only that student will be allowed to stay inside.

As a general rule, 10 degrees or lower is the cutoff for when bad weather schedule is called and recess is cancelled. However, temperature is not the sole determining factor. There are times when the temperature will be well above 10 degrees but conditions will dictate that recess not occur outside.

REPORT CARDS

Report cards are issued at nine-week intervals throughout the school year for a total of four report cards, two in the first semester and two in the second semester. For any concerns in between reporting periods, contact your child's teacher.

Report cards will not be issued at the end of the school year if a student owes lunch money, Library fines, or damaged book/school property fines.

SAFETY/SECURITY

To ensure the safety of all staff and students, doors to the school will remain locked. Only the main entrance to the office area will be open. All visitors/volunteers to the school must use these doors and sign in and out at the front office. While this may seem inconvenient at times, this helps to ensure the safety of your child and everyone in the building.

SCHOOL CLOSING/DELAYED START

If for any reason school should be closed or a delayed start implemented, an automated phone call to parents will be generated. It is imperative that phone numbers be kept current in the school office. You can also listen to the following radio stations:

KRJC 95.3 FM

KELK 1240 AM

The superintendent will make the final determination on any school closing. There is an "Alert" page on the district website that will advise of any school closures (www.ecsdnv.net).

Inclement Weather Delayed Start: (2-Hour Delay): The following schedule will be implemented at Southside for a delayed start (please note that this schedule is subject to change based on notification from the District):

Mondays, Tuesdays, Thursdays, Fridays:

Breakfast will not be served on delayed start days.

10:20 – School starts

Lunches will be served at normal times.

Wednesdays:

Due to Wednesday being a late start day, the delayed start schedule will be adjusted. Breakfast will not be served on delayed start days.

11:20 – School starts

SICKNESS

Students who are ill should not be at school. Refer to the Absence Procedures section of this handbook for details on how to report a student’s illness to the school.

Please do not request that students stay indoors during the day as this does not allow teachers a chance to leave their classrooms. If a doctor has told you that your child is able to attend school but should remain indoors, please provide verification of this. Only the sick student will be allowed to remain inside.

STUDENT EXPECTATIONS

Lunchroom Expectations:

Southside Wolves do our BEST when we are:

Respectful:

- By taking the food we touch and not touching other people’s food.
- By using inside voices.
- By saying please, thank you and you’re welcome.

Responsible:

- By staying in our seats.
- By raising our hand to ask for something or to use the bathroom.
- By cleaning up our eating area.

Hallway Expectations:

Southside Wolves do our BEST when we are:

Respectful & Responsible:

- Keeping hands, feet and bodies to ourselves.
- Using inside voices.
- Walking in single file lines.
- Greeting others.

Bathroom Expectations:

Southside Wolves do our BEST when we are:

Respectful & Responsible:

- Use responsibly:
 - Do not touch lights
 - Do not look under stalls
 - Do not climb on walls
- Wash and dry hands.
- Respect other users:
 - Pick up after ourselves
 - Flush toilets
 - Use quiet voices

Playground Expectations:

Southside Wolves do our BEST when we are:

Respectful & Responsible:

- By playing safely:
 - Waiting for your turn
 - Using equipment correctly
 - No pushing, tackling or fighting
- By being a friend.
 - Sharing equipment
 - Including others

TARDY POLICY

The first bell rings at 8:20 am and the tardy bell at 8:25 am. Students who are not in the classroom by 8:25 a.m. are considered tardy. **All students need to check in at the office if they are tardy. Students will receive a tardy slip and be sent to class.**

Excessive student tardies will be dealt with in the following manner:

- **5 Tardies:** Notification Letter or call from the office notifying parents of excessive tardies.
- **10 Tardies:** Notification Letter sent home from the office. Parent meeting with administration.

TEACHER REQUESTS

Southside does not accept requests for next year's teacher. Student placement for the next year is generated and compiled while considering multiple factors. Southside teachers and administration strive to create balanced classroom groupings for the upcoming school year. If there are extenuating circumstances that would be pertinent when placing your child in a certain class, please contact the administration before the end of the school year. Compliance with any requests cannot be guaranteed.

TELEPHONE CALLS

Use of the telephone by students is limited to **emergency calls and school business calls ONLY.**

Calls for permission to attend parties and ride buses with friends, etc. will not be permitted. Please address these matters at home before school starts. A note from the student's teacher is required before the telephone may be used.

TESTING

In order to evaluate thoroughly each student's progress and achievement, a comprehensive testing program is scheduled during the year. Students in grades 3-4 will be tested utilizing state mandated assessments.

All students in grades K – 4 are required to take the MAPS test three times a year to monitor their academic progress.

All children entering Kindergarten will be required to take a Kindergarten screening test to determine their readiness for Kindergarten.

TRUANCY POLICY

Per Nevada Revised Statute (NRS 392.130), the parent or legal guardian or other person having control or charge of the pupil shall notify the teacher or principal of the school orally or in writing within 3 days after the pupil returns to school.

Southside will adhere to the following procedure when the above conditions are not met and a student is deemed truant:

Truancy #1: Parents will receive a letter indicating that their child has been deemed truant.

Truancy #2: Parents will receive a letter indicating that their child has been deemed truant a second time. The letter will indicate that if the student is declared truant a third time they will be deemed a habitual truant and a citation will be issued.

Truancy #3: A Truancy Citation will be issued and signed by the student. Parents will receive a copy of the citation and a letter indicating their child has been deemed a habitual truant. The Elko County Juvenile Detention Center will be sent a copy of the truancy citation and all three truancy letters.

VISITORS

ANY individual visiting the school for any reason **MUST** report to the school office, sign in and wear the appropriate name tag. If it should be necessary to speak with a student or teacher directly, the office personnel will make the proper arrangements. If you will be attending a field trip with your student, please sign in at the office and wear the appropriate name tag. **Regardless of reason, all visitors need to report their presence in the building to the office first.** Visitors must also sign out at the front office when leaving the school.

VOLUNTEERS

Classroom volunteers are always appreciated. Please make arrangements with individual teachers when selecting times/dates to volunteer at the school. ALL volunteers must sign in at the front office when arriving AND sign out when leaving. Additionally, ALL volunteers must sign the Volunteer Confidentiality Agreement on their first visit. Classroom teachers will have these forms.

WITHDRAW

When it is necessary for a student to withdraw from Southside, their parent or guardian needs to contact the office to fill out the necessary paperwork and make sure all accounts and books are accounted for.

SOUTHSIDE ELEMENTARY
STUDENT HANDBOOK
2019-2020 POLICIES AND PROCEDURES FORM

After completing this form, please detach it from the handbook and have your child return it to his/her teacher. The classroom teacher will keep this on file for the school year. Please keep the Student Handbook accessible for the school year as a reference.

Student Name (please print): _____

Teacher's Name (please print): _____

I have read and reviewed the Southside Elementary Student Handbook. I will adhere to the policies and procedures outlined in the handbook.

Parent/Legal Guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____

