

Student/Parent Handbook 2017-18



Nate Mack Elementary School

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Nancy Heavey
Principal

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Assistant Principal

Mission Statement

The Nate Mack community works together to meet the individual needs of all students by building meaningful academic, personal, and cultural connections. These connections are made through classroom instruction, integrated technology, and unique experiences that promote global awareness.

To prepare our students for the demands of the 21st century, we use data to drive standards-based instruction and maximize growth in all students. Students strive to meet high academic expectations and personal goals.

The Nate Mack staff model lifelong learning by continually refining and improving our practice through professional development, collaboration, and self-reflection.

WELCOME TO NATE MACK ELEMENTARY SCHOOL!

The staff of Nate Mack Elementary School provides this handbook as a way to summarize the educational goals at Nate Mack and to inform you of the basic operations of the school. It is important that you know the expectations for student behavior and academic performance. Students will be most successful when we maintain close communication and cooperation between home and school.

This handbook describes school activities and procedures based on Clark County School District regulations and policies. Please review this information with your child and use this as a reference throughout the school year. If you have comments or questions, please call 702-799-7760 or visit the office to schedule an appointment. Please remember, when visiting the school, you must stop by the office to sign in and receive a visitor's badge.

SCHOOL POLICIES

Arrival and Departure

The start of the school day is 7:55 a.m. with the tardy bell at 8:00 a.m. All arrivals and departures, with the exception of special education and kindergarten students, are to be through the playground gates. Students are not to report to school prior to 7:40 a.m. as there is no adult supervision before that time. Students are to be picked up from school immediately following dismissal time at 2:11. After all attempts to contact parents have failed, students who have not been picked up by 2:30 p.m. and are not enrolled in the Safekey program, may be referred to the attendance officer or school police for transport to the Boys and Girls Club where they may be picked up. If there is an emergency and you cannot pick up your child, it is important to notify office personnel. Please complete and return the dismissal letter that is in your child(ren)'s beginning of the year folder.

School Hours

7:00 a.m. - 3:00 p.m.	Office Hours
7:55 a.m. - 10:30 a.m.	A.M. PreK
11:40 a.m. - 2:11 p.m.	P.M. PreK
7:55 a.m. - 2:11 p.m.	Student Hours

Attendance, Absences and Tardies

The Board of School Trustees and Nevada Law require school attendance, and studies show that students who come to school on time each day are much more successful academically and socially than those who do not. It is the parent's responsibility to see that regular attendance is maintained and that their child is on time and is present to learn each day. Any student who is absent must have a signed note from his/her guardian, explaining the reason for the absence. Without a note, the absence will be unexcused. Please do everything possible to ensure regular school attendance for your child to receive sequentially designed lessons. When absent or tardy, students will be expected to make up missed assignments. Students are expected to arrive promptly every day and attend a full day of class. When students arrive after 8:00 a.m., they must go to the office and receive a tardy slip before being admitted to class. Late arrival and early withdrawal of any student is documented and if determined to be a persistent problem, may affect your child's promotion to the next grade.

Family Contact Information

If you have a change of address or telephone number, please immediately come to the office with photo ID to update this information with us. In the event we cannot reach you, we will use the emergency contact information you have provided. When you move to an address outside the Nate Mack attendance area, a zone variance must be approved to remain at Nate Mack or a transfer obtained for admission to the new home school.

Enrollment and/or Withdrawal

Students should have been enrolled through the online Parent Portal registration form. A birth certificate and immunization record are required for students new to the school district. Current proof of residency is required of all students. If you are planning to withdraw your child, the office should be notified at least one day in advance in order to complete the required paperwork. Lost or missing textbooks and library books must be paid for upon withdrawal.

Health Services/Medication

The school nurse is available two days a week and a full-time First Aid Safety Assistant (FASA) is available to students every day. Students who become ill at school should obtain a health office pass from a staff member to report directly to the health office. If the illness or injury is such that the student should go home, the parent will be notified. Students are not permitted to leave the school without permission from the school office.

If children take prescribed medications, parents must complete the Medication Release form (CCF-643). Please realize that the school will not issue medication without the release. The medicine container must be labeled by the pharmacist and include the student's name, prescribing doctor's name, instructions for its administration, and the name of the medication. All medications must be brought to the office to be administered by an adult in accordance with the established schedule. At no time are medications to be kept in the classroom. ***No over-the-counter medication may be given without a prescription.***

Food Services

Our kitchen supervisor is an important member of our staff and she works hard with the other kitchen staff to ensure that all students have healthy meals to eat each day. Breakfast is served beginning at 7:40 a.m. in the multi-purpose room. Lunch is served by grade level, according to the following schedule:

PreK and Kindergarten	11:10-11:30 (extra time built into schedule at beginning of year)
Grade 1	11:45-12:05
Grade 2	11:35-11:55
Grade 3	11:10-11:30
Grade 4	12:00-12:20
Grade 5	12:15-12:35

It is important that students pay for lunches in advance to ensure they have plenty of time to eat. Families can pay for lunches online, check balances, and view purchases from anywhere on your computer or smartphone by accessing www.MySchoolBucks.com or downloading the MySchoolBucks' mobile app. There is no processing cost from CCSD. Normal individual credit card company charges may apply. Questions may be directed to the Food Service Department, via InterAct at msb@interact.ccsd.net or at 702-799-8123. A student who has not made their lunch payment will be served a complete lunch one time and will be given a reminder slip to take home. The reminder slip states that a lunch has been charged and that the appropriate money amount should be returned to the kitchen supervisor the next school day. Until payment has been made, another full lunch cannot be given to that student. Students with unpaid charges will be offered a sandwich, fruit and milk instead of a regular school lunch, and will be charged \$0.25. Some students will qualify for free school meals. Please consider applying online at MySchoolApps.com. Paper applications for free meals are sent home with all students at the beginning of the year and are always available from the kitchen supervisor. If you have any questions regarding food services, please call 799-7760 ext. 4012, between 8:15-10:45 a.m.

Beginning on Wednesday, Aug. 16, Nate Mack will be **servicing hot supper from 2:45 to 3:15, free of charge to any child (age 2-18)**. Adults may purchase supper at this time for \$2.00. It is a hot, balanced meal that is prepared and served through a partnership between Three Square and Clark County School District. Please help us spread the word to other families!

Student Records

An active, permanent record of each student's progress is kept at school. The major items found in the permanent records are: factual information (parents' names, date of birth, address), report cards, attendance record, and health record. The Family Educational Rights and Privacy Act of 1974(FERPA) provide parents access to records which are directly related to their child. It provides parent(s) an opportunity to seek correction of records they believe to be inaccurate or misleading.

Picking Up Children during School Hours

We discourage families from picking up their children during the school day. Please make every effort to schedule doctor and dentist appointments outside of school hours so that your child can benefit from a full day of instruction. If there is an emergency and you must sign your child out before dismissal, it is imperative that families adhere to the following procedures.

1. Be prepared to show photo identification upon picking up a child from school.
2. Report to the school's office to sign the child out and back in.
3. Pick up students requiring early dismissal **prior to 1:50 p.m.** (for traffic reasons)
4. Realize students are responsible for completing missed assignments. However, due to the nature of a lesson or activity, some class assignments may be impossible to make-up.
5. Understand that missed instruction negatively impacts your child's academic and social progress and is documented. Students with attendance challenges may be required to repeat the same grade next year.

Student Dress Code

- Shoes with soles must be worn at all times. Open-toed footwear should only be worn with socks.
- Shirts and blouses must be appropriately buttoned and the length must extend beyond belt level.
- All attire must be hemmed or rolled up and be at least finger-tip length.
- The following items are prohibited: see-through tops, bare midriff and/or strapless clothing, low-cut clothing, clothing with slits, or tops and outfits that provide minimum covering.
- Slogans or advertising which by their controversial or obscene nature disrupt the educational setting are prohibited.
- Hats, hoods, and sunglasses should only be worn outside.
- Hairstyles which create a disruption to the classroom are not permitted.

Students violating the dress regulations will be asked to immediately correct the problem or call their parents to bring appropriate clothing to school. School administration shall retain the authority to grant exceptions for special occasions and/or special conditions.

Bike Riding

For children who ride bicycles to school, the following rules are to be observed:

1. Students must wear a helmet when riding their bike to school.
2. Bicycles are to be walked on and off campus until students reach the sidewalk.
3. Bikes are to be parked immediately upon arrival inside the designated bike enclosure and picked up upon dismissal.
4. **A bike lock must be provided for every bicycle.** The school does not assume responsibility for the loss or damage of any bicycle on school grounds.
5. Students must be aware of the rules regarding bicycle safety and travel. Please remind

- students not to ride their bikes between cars or engage in any other unsafe practices.
6. Skateboards, skates, and Heelys are prohibited on campus and may be confiscated to be picked up in the office by the student's parent.

Parents are able to ultimately make the decision based on their child(ren)'s knowledge of bike safety.

Personal Belongings/Toys

Students are expected to assume responsibility for their own belongings (backpacks, lunchboxes, jackets, books, etc.). Please be sure your child's name is written on any item brought to school. In the event that items are lost, an attempt will be made to find and return them. Unclaimed items in the lost and found will be donated to a charitable organization at the end of each month. Students are asked to leave non-instructional items at home. These items include, but are not limited to: electronics, fidgets, toys, and sports equipment. Such items cause distractions and will be taken away from students to be picked up in the office by the student's parent.

Annual Release and Network Form

Please refer to CCF-588, Annual Release and Network Access Form, included in the first day folder. All families are required to complete this form annually upon registration. If you have questions or concerns you are asked to contact the school clerk, who can assist you.

Directory Information: In elementary school, students' names are used to identify them in school publications for events such as the school newspaper, yearbook, honor assemblies, and performance programs. Families are asked to grant permission to allow for positive recognition of students.

Media and Public Release: At times during and after the school day, school personnel and/or news media may ask to interview, photograph, audiotape, film and/or videotape students. Please be advised that teachers and staff may wish to utilize photos when displaying student work on hallway bulletin boards, classroom websites, or in classrooms. By signing the CCF-588 Annual Release and Network Access Form, you authorize the school and/or school district to release your child's name and photograph for publication related to school functions and activities.

Computer Network Access: Parents and students are required to sign this responsibility pledge before using the District's computer network resources. Signing this form indicates that students and parents are aware of their online responsibilities.

Field Trip Permit

You will be notified by your child's teacher of grade level or classroom field trips, and will be required to complete a permission slip and health form for each field trip. This permission slip will require a parent or guardian signature authorizing your child to participate in the trip.

PARENT INVOLVEMENT

Parent Volunteers

Nate Mack Elementary School enjoys an excellent reputation because teachers, families, and community members work together to provide the best education possible for our children. A key component of our success is parent volunteers. Nate Mack volunteers are encouraged and welcomed within the school environment. Teachers often request the help of parent volunteers to prepare materials, complete projects, chaperone field trips, and assist with class activities. If you would like to volunteer, please let your child's teacher know of your interest. They will set up a schedule with you each month and provide the front office with a monthly calendar. When you arrive for your pre-arranged time, you must check in at the front office and verify that the teacher is expecting you. To protect students' instructional time, unexpected volunteers, will be asked to return after arrangements are made with the teacher. We respectfully request that arrangements for underage siblings be made so as to not distract the classroom. Volunteers, as with all school visitors, must sign in at the front counter and obtain a visitor pass. All volunteers are invited to our annual Volunteer Training Session on Friday, September 2. More information will be provided at Open House and on the Nate Mack Website.

Faculty Lounge

A volunteer workroom is provided in the building addition outside. As a courtesy to staff, we ask that parent volunteers remain outside the faculty lounge as it is for **staff use only**, especially during the lunch hour. PTO officers are allowed in the faculty lounge when they are on site for mailbox checks and events.

Visitors and Visiting University Students *ALL VISITORS MUST REPORT TO THE OFFICE.*

Individuals who wish to visit a classroom must make prior arrangements with the teacher or principal. Our responsibility for the safety of hundreds of students is taken very seriously.

District & School Websites

To stay involved and up to date, parents and students are encouraged to frequently visit the following websites:

- <http://ccsd.net> district news, policies, calendars, jobs, etc.
- <http://macksites.weebly.com> school staff email, parent bulletins, grade level, class, and subject websites, resources for Mack families, etc.

Parental Concerns

It is our hope that everyone is always pleased with the operation of the school. However, if you have a concern, please follow these guidelines:

1. If the concern relates to your child, please contact your child's teacher directly, by phone, email, or in person, to resolve the issue.
2. If the concern is not related to your child, please contact a school administrator directly, by phone or email, to resolve the issue.
3. If not satisfied after talking to the teacher or an administrator, please contact the **CCSD Office of Constituent Services at 702-799-1016**. Other helpful contacts: CCSD Police 702-799-7760; Community/Government Relations 702-799-1080; CCSD Trustees 702-799-1072

Birthday Celebrations

Classroom birthday parties are not allowed at school, however, teachers may recognize students' birthdays by providing a pencil, birthday hat, etc. Private birthday party invitations may not be distributed at school unless the entire class is invited. To better protect instructional time and honor student health restrictions, birthday snacks provided by parents are not allowed at school.

Student Messages

Delivery of student messages will be limited to emergency cases only. A message to a student involves class disruption, clerical time, and is a violation of FERPA. In the case of an emergency, parent(s) or legal guardian(s) must come to the office and provide identification. In order to preserve instructional time, messages or delivery of items to students who are in class will be limited to emergency situations only.

Please always communicate your plan for after-school activities/transportation with your child(ren) before they arrive at school each day so children know exactly what to do and where to go upon dismissal. There is nothing more upsetting to a child than not having a plan for getting home at the end of the day.

Lunch

Students may bring a sack lunch from home or purchase a hot lunch from the school kitchen as noted in Food Services above. From time to time there may be an emergency situation, so a lunch "drop-off" area is available in the multi-purpose room. Please label the lunch with your child's name and room number, and leave it in the office. Your child may pick up the lunch from the drop-off area as they enter the multi-purpose room.

STUDENT RESPONSIBILITIES

Homework

It is beneficial for students to establish effective study habits early in their education. Guidelines have been established for the assignment of homework at Nate Mack, consistent with Clark County School District regulations.

- Daily homework will consist of approximately 10 min. per grade level (K-5)
- All students will be expected to read, or be read to, for pleasure daily, in addition to their assigned homework
- Students will have online homework, designed just for them, on the Scootpad website
- There will be no homework over weekends or holiday breaks, except for in special cases
- Homework will not be graded, but students will receive timely teacher feedback on their work
- Students' report cards will reflect their homework completion rate with a mark of E, S, or N (excellent, satisfactory, or needs improvement)

Progress Reports/Report Cards

Parents may contact the classroom teacher at any time to request information or a conference. The following forms of communication will be used to inform you of your child's progress:

1. Progress reports will be sent home every three weeks. All progress reports require a parent signature and should be returned to the teacher.
2. Beginning in October, Infinite Campus will provide online viewing of your child's grades assignments, academic calendar and more. Be sure to retain your login and password information from the school.
3. November 6-10 are days for Parent Conferences (Parent Student Teacher Academic Planning Time). There will be no school on November 6.
4. Consistent with the semester schedule, parents will receive a report card twice a year for students in all grades.
5. Weekly Principal's Posts will be viewable online at the Nate Mack Website (macksites.weebly.com). These posts will include information about our school activities and initiatives.

Telephone/Cell Phone Use

The school office is the center of activities and is busy at all times. Students may use the office phone only in cases of emergency and only with the permission of the office personnel. We realize that you may wish for your child to carry a cell phone, however, **phones are to be turned off and kept in a backpack throughout the school day**. If teachers/staff observe any student using a cell phone during the school day during class or instructional time, without express permission, the device will be confiscated and held in the office until an adult can pick it up. Your cooperation in this matter is appreciated.

STUDENT EXPECTATIONS

School Climate

The development and maintenance of a positive school climate is a priority at Nate Mack. All students, parents, and staff are expected to treat one another with kindness and respect. Behavior and language should always reflect good manners. Nate Mack is proud to be a Be Kind school. In conjunction with the Josh Stevens Foundation, we recognize and reward acts of kindness by students, staff and parents.

Behavior Expectations

Consistent behavior expectations have been developed at Nate Mack to guide students. All students are directly

taught these expectations and have many opportunities to practice. These rules apply to students while on campus, on the bus, at the bus stop, and on school trips. Because behavior problems can affect student learning and safety, students who do not follow behavior expectations will be subject to progressive discipline and their parents will be asked to provide assistance. Bullying is not tolerated and anyone displaying bullying behavior will be subject to discipline.

Nate Mack Rules and Discipline

Students are expected to:

- Be respectful
- Be safe
- Follow directions
- Ask for help
- Use appropriate language

Nate Mack Life Skills

Our school-wide Life Skills program emphasizes target behaviors that are expected at school and beyond. The Nate Mack Life Skills are:

Caring	Common Sense	Cooperation	Courage	Courtesy	Effort
Friendship	Flexibility	Initiative	Integrity	Organization	Patience
Perseverance	Pride	Problem Solving	Respect	Responsibility	Sense of Humor

Students learn about these life skills during classroom mini lessons and discussions. In class, they write about the life skills, role play them, and identify them in various pieces of literature. It is our hope that students will internalize these Life Skills and demonstrate them naturally on a daily basis. Students are able to earn Mack Money from teachers, staff, bus drivers, or WatchDOGS® when exhibiting these Life Skills. Those who consistently demonstrate the Life Skills may be recognized as a Mountain Lion of the Month and invited to eat a special lunch with the administrators.

STUDENT AND STAFF RECOGNITION

Recognition Activities

Each teacher will develop a classroom program to recognize and reward positive actions. Additionally, students may be chosen to be a Mountain Lion of the Month for consistently displaying the Life Skills or they may receive a Be Kind wristband after displaying a random act of kindness. Students may also earn Mack Money for acknowledgement of their positive actions. Mack Money can be spent on special privileges or items at the Mack Store.

Other special recognition is outlined below and celebrated at the end of the year Honor Assemblies.

A Honor Roll—This award is given to students who earn the following:

- A's in the following subject areas: Reading, Writing, Language, Speaking and Listening, Mathematics, Science, Health, and Social Studies
- No Needs Improvement in Special Subjects

A/B Honor Roll—This award is given to students who earn the following:

- A's and/or B's in the following subject areas: Reading, Writing, Language, Speaking and Listening, Mathematics, Science, Health, and Social Studies
- No Needs Improvement in Special Subjects

Citizenship Award—This award is given to 2 students in each class who consistently use the Life Skills.

Principal's Award—This award is given to all students who have completed ALL assignments (class work and homework) on time, with attention and effort.

Personal Success Award—This award is given to students who have shown exceptional GROWTH in any area(s) determined by the classroom or resource teacher. There is no limit to the number of students who can receive this award.

Teacher Recognition Award—These awards are given to students who are chosen for special reasons determined by the teacher. There is no limit to the number of students who can receive this award.

Governor's Attendance Award—This award is given to students who have had NO MORE THAN 3 absences. For this award, 3 tardies and/or early dismissals are equal to one absence.

Recognition of Nate Mack Staff

A *RAVE REVIEW* acknowledges an employee of Clark County School District who has demonstrated a special effort, a job well done, a project of quality workmanship, or a sensitive and caring attitude toward the needs at our school. It is an expression of exemplary behavior – an example of “going the extra mile.” Anyone may submit a *RAVE REVIEW* - students, parents, teachers, administrators, coworkers, or citizens. Just go online at <http://ccsd.net/employees/rave>. Each *RAVE REVIEW* recipient will receive a certificate from the Clark County School District and special recognition at a staff meeting. It is an honor to receive a Rave Review for recognition of a job well-done.