

Student/Parent Handbook 2019 - 2020



Lorna J. Kesterson Elementary School
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Ms. Kelly Wright
Principal

MISSION STATEMENT

Lorna J. Kesterson Elementary School will be a safe environment that inspires and educates all learners.

WELCOME!

This handbook is presented as a way to inform you about the basic operations of the school. This 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 information with your child. Please read and use this document as a reference throughout the school year.

We are glad your child is here at Kesterson Elementary School. We will do our best to make each child feel safe, welcome, and excited about learning. We are proud of our educational program and look forward to partnering with you to provide a world-class education for your child!

SCHOOL HOURS

Grades K-5.....	9:00 a.m. - 3:41 p.m.
Early Childhood	
AM Session.....	9:00 a.m. - 11:40 a.m.
PM Session.....	1:10 p.m. - 3:41 p.m.

Principal – Kelly Wright

Email: wrightkl@nv.ccsd.net

Assistant Principal – Tiffany Burlacu

Email: milletr@nv.ccsd.net

Office Manager – Linda Vincelette

Email: vincell@nv.ccsd.net

Clerk – Pam Freeman

Email: freempa@nv.ccsd.net

School Nurse – Debbie Shinogi

Email: shinodm@nv.ccsd.net

FASA – Jacqueline Anderson

Email: perezj21@nv.ccsd.net

Student and Parent Expectations

ABSENCES / ATTENDANCE

The Board of School Trustees and Nevada Revised Statutes require school attendance. It is the position of the Board that if a student is absent, no learning can take place. It is the parent's responsibility to see that regular attendance is maintained and that their child is on time. An elementary student shall be recorded as absent for half of the day if more than one hour and fifty-five minutes of the instructional day are missed and recorded as absent for the entire day if more than three hours and forty-five minutes of the instructional day are missed.

A note explaining the reason for the absence(s) from school is required within three days upon the student's return. Upon a student's return he/she is expected to make up missed work that the teacher feels is necessary. Any extended absence, known in advance, should be discussed with the teacher.

Teachers are not required to prepare classwork in advance, even when advance notice of absences is given. Students shall be held accountable for any work missed.

Families will be notified by an automated phone system each time their child is marked absent from school. When a student has received three (3), six (6) or nine (9) absences a letter will automatically be sent home. Upon the twentieth absence, a conference will be scheduled as an elementary student may be required to repeat the current grade if the total number of absences exceeds 20 for the school year, even if the absences were excused. In addition to the previously stated CCSD policies, Kesterson Elementary School has implemented an Attendance Improvement Plan. Please see the outlined plan in the Appendix of this handbook for further information.

ARRIVAL AT SCHOOL

For grades K-5, students are not permitted on campus before 8:45 a.m. There is no supervision before that time. If needed, Safekey is available from 7:00 a.m. to 8:45 a.m. Playground and bike rack gates will remain locked until 8:45 a.m.

BIKE RIDING (Bicycles, Scooters, Skateboards, Rollerblades, Wheelies)

All bikes, scooters and skateboards must be locked up in the bike rack. For safety reasons no bikes, scooters, motorized scooters or skateboards may be ridden on school campus. Parents are asked to provide bike locks. Rollerblades and shoes with wheels are not allowed on the school campus. The school will not assume responsibility for any damaged, lost or stolen items. Please make sure to clearly mark your equipment with some type of identifiable mark. The bike rack will be open at 8:45 a.m. each morning and locked just after the morning bell rings. It will be unlocked upon dismissal at 3:41 p.m.

BIRTHDAY TREATS AND INVITATIONS

Students may bring treats for the entire class in recognition of their birthday. Birthday treats will be handed out by the student during their lunch period only. The District has stressed healthy treats instead of candy, cupcakes, etc. No cakes, candles, drinks, balloons, party hats, games, etc. will be allowed. Birthday invitations may not be handed out on campus. Distribution within classrooms is prohibited per CCSD regulation 1110.

BREAKFAST AND LUNCH

The multipurpose room is used for both breakfast and lunch. Breakfast is available from 8:45 a.m. – 9:00 a.m. Breakfast will not be served after the 9:00 a.m. bell. As of this printing, the cost of breakfast is \$1.25; lunch is \$2.00. Students who bring their lunch may purchase milk for \$.25. You may pay for meals online by visiting www.MySchoolBucks.com. We ask all families to apply for free or reduced lunches. The application can be done online at www.MySchoolApps.com or by completing the application form which can be obtained through the front office. Applications must be renewed each year. If dropping off a lunch to your child please let them know ahead of time.

CAMPUS SAFETY

All visitors to the campus must enter through the front office and receive a visitor's pass.

CELL PHONES

CCSD policy does allow students to carry cell phones for use beyond instructional hours. However, cell phones are not to be used or even powered on during the school day (8:45 a.m. until 3:41 p.m.). If you allow your child to carry a cell phone, it is to be turned off and remain in his or her backpack until school is dismissed. If a student's cell phone rings or is used (text messaging, phone calls, games, etc.) during the school day, it will be confiscated, and a parent can pick it up from the office. Students cannot use the camera or video options on the cell phones at any time during school hours.

CHECK-OUT POLICY

Anyone picking up a student early must come to the front office, show picture ID and sign them out. No teacher will release a child without notification from the front office. Students will only be released to those persons listed on the registration form with proper picture ID. Parents are discouraged from taking students out early for extracurricular activities and/or family trips. Doctor appointments should be scheduled after school whenever possible. Learning continues until school is dismissed, and leaving early short-changes a child's education.

CLASSROOM OBSERVATIONS

The Clark County School District encourages parent participation in the classroom and in school activities. However, to minimize and limit disruption to the classroom by walking in the middle of a lesson, we have established a procedure for observing a classroom.

- A "Classroom Observation Form" located in the front office is to be completed twenty-four hours in advance and agreed upon by the parent and teacher.
- An administrator will accompany parents during observations.
- Classroom observations will be limited to thirty minutes in length.
- The parent cannot disrupt the educational setting, i.e., talk to or distract the child or classroom teacher during instruction.
- Upon arrival, parents need to sign in at the front office and receive a visitor's badge.
- If your presence or actions cause a distraction to the learning environment, the observation will be concluded.

After a classroom observation, any conversation with the teacher should be held when students are not present.

COMMUNICATION

Teachers can be reached via email, Class Dojo, and/or telephone. Because of the dynamic nature of the classroom, please allow 24 hours for the teacher to reply to a message.

CONFERENCES

Teacher-Parent-Student Conferences are ongoing throughout the school year. Teachers will be in contact with parents and if at any time you should desire a conference contact the teacher to make arrangements.

DELIVERY OF MESSAGES TO STUDENTS

To ensure the safety of your child we cannot take or deliver a message to your child from over the phone. You must come in to the front office and show picture ID for us to take the message. Please tell your child before they leave for school what the arrangements are for them to go home.

DISCIPLINE

The school provides each student with the opportunity to acquire an exceptional education. No person has the right to interfere with this opportunity by his or her actions, poor manners, or lack of consideration. All rules and regulations are developed and enforced with this thought in mind. School rules apply on the school grounds, to and from school, and at events where our school is represented regardless of location.

EMERGENCY DATA

The school office must have current home and emergency telephone numbers and current addresses. It is essential we have this information in case of an accident or illness. Please come in or send a note to the office whenever this information changes.

DRESS AND APPEARANCE

The Clark County School District reserves the right to insist that the dress and grooming of students are within the generally accepted community standards. In accordance with the CCSD regulation 5131 the school administration shall 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.

Any style which tends to diminish instructional effectiveness or discipline control by teachers is not acceptable. The dress code includes the following:

- Requires the wearing of shoes with soles. Sandals must have a heel strap. No flip-flops are allowed. House slippers and shoes with wheels are not permitted.
- All clothing must be sufficient to conceal any and all undergarments. No skin will show between bottom of shirt/blouse and top of pants at any time. All sleeveless shirts must have straps at least **three inches wide**. Prohibited tops include, but are not limited to, crop tops, tank tops, strapless, low-cut clothing, clothing with slits, or tops and outfits that provide minimum coverage.
- All shorts, skorts, skirts, and jumpers/dresses must be at fingertip length.
- All jeans, pants, and trousers must be secured at waist level. Sagging is strictly prohibited. Jeans, pants, and trousers are not to have rips or tears that expose undergarments and/or are located mid-thigh or higher.
- Headgear (hats, hoods, caps, bandanas, hair grooming aids, etc.) is not permitted on campus except for designated school approved uniforms, special events, authorized athletic practices, documented medical conditions, bona fide religious reasons, or CCSD/school sanctioned activities.
- Slogans or advertising on clothing, jewelry, buttons, and/or accessories which by their controversial, discriminatory, profane, and/or obscene nature disrupt the educational setting are prohibited.
- Any clothing, jewelry, buttons and/or accessories that promote illegal or violent conduct, or affiliation with groups that promote illegal or violent conduct such as, but not limited to, the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia, or clothing that contains threats are prohibited.
- Spiked or studded clothing, jewelry, and/or accessories are prohibited.
- Outerwear such as coats, mittens, and scarves must be removed upon entering the classrooms/buildings. Administrators, teachers, and staff may use their discretion as appropriate based on the temperature in the facility.

Based on the situation, administration reserves the right to address specific dress code/appearance concerns not stated here and may be considered a distraction towards the educational environment.

NOTE: When attending school events, activities, assemblies or volunteering during school hours or during classroom volunteering, adults must follow the CCSD dress code as well.

ENROLLMENT AND/OR WITHDRAWALS

Students must enroll either online or through the school office before they can attend class. Proof of residency and updated health information are required of all students each year. If you are planning to withdraw your child, the office needs to be notified at least 48 hours in advance in order to complete the required paperwork. The parent or guardian must show picture ID when enrolling or withdrawing a student. Lost or missing textbooks, library books, musical instruments, and charges in the lunchroom must be paid for on or before the student's last day of school.

HEALTH SERVICES

A school nurse is available on a limited schedule, usually one day a week. A First Aide Safety Assistant (FASA) is in the health office every day. Students who become ill will be sent to the health office. If it is determined a student needs to go home, a parent/guardian will be contacted to pick them up. Students cannot go home by themselves. Students are not allowed to carry any medications with them at school. These include over the counter items such as aspirin, cough drops, inhalers, etc. If a child should require medication during school hours, parents MUST complete a medication release form at the school office. No medications of any kind can be administered or taken at school without a doctor's prescription, including over the counter items.

KESTERSON CODE

The Kesterson Code is the foundation of all interactions for all people who are part of our community and visit our campus.

The Kesterson Community will ...

- show respect to everyone.
- use manners at all times.
- say "Yes Ma'am," "No Sir," or use a proper name.
- stand and make eye contact when speaking and track others as they speak.
- quickly follow directions the first time they are given.
- accept responsibility for their actions.
- transition swiftly, quietly, and in an orderly manner.
- congratulate and lift up other.
- never ask for rewards.
- pick up after themselves and others.

LATE ASSIGNMENT POLICY

Late assignments will not be accepted more than 2 weeks after they have been posted in Infinite Campus.

LOST AND FOUND

Please make sure all items such as jackets or sweaters, backpacks and lunch boxes are clearly marked with your child's first and last name. This simple measure will help us to return lost items quickly. There is a lost and found cart in the multi-purpose room that can be checked for lost items. Small items such as money, purses, jewelry and glasses can be claimed in the schools front office. Items are stored for a brief duration and then given to a local charity.

LUNCHROOM RULES

The lunchroom is a place where positive social skills can be developed. Here, each student is expected to practice the general rules of good manners one should find at home.

Some simple rules of courteous behavior that make the lunch period relaxed and pleasant are:

- Remain seated unless you receive permission from an adult to get up by raising your hand.
- Observe good dining room manners at the table.
- Leave the table and surrounding areas clean and orderly.
- Put trash in the proper containers.
- Wait your turn in line, keep hands and feet to yourself.
- All food and drink should be finished in the lunchroom.
- When talking keep your voice volume low.

PARENT VOLUNTEERS

School volunteers are encouraged and welcomed within our school environment. Throughout the year, we actively seek volunteers for our classrooms and lunchroom as well. Any person who volunteers on a regular basis must undergo a background check and get a district badge. Details on this policy can be found in the school office. All volunteers must sign the volunteer policy at the start of each school year. This will list Kesterson's policies and make sure everyone understands how the school operates. As with all school visitors, the procedure for checking in at the office applies. Volunteers must follow the CCSD dress code and cannot bring siblings while volunteering.

PARENTAL CONCERNS

We want everyone to be pleased and satisfied with every aspect of the school operation. However, we know that on occasion you may have a concern. If the concern relates to your child, the first step is to contact your child's teacher. If after meeting with the teacher and your concerns have not been resolved, you may call the school office to schedule a conference with an administrator. Any concerns not related to your child should be brought to the attention of a building administrator. If you are not satisfied after talking to the teacher and the principal you may contact the School Associate Superintendent office.

PARKING

When dropping off students, do not park in the red zones or bus lanes. After school, the parking lot is closed except to those who have a handicap sign and school buses. The cones will be placed around 3:30 p.m. each day and only school buses, daycare buses, or those with a handicap sticker/license plate or an early childhood class parking pass will be allowed in to park.

PERSONAL ITEMS

All items which are not part of the educational program of the student are to be left at home. iPods, iPads, electronic equipment, balls, toys, purses, satchels, or any other play items are not allowed on campus and will be sent to the office to be picked up by the child’s parent or guardian. The school will not assume responsibility for any damaged, lost or stolen items.

PTA

Parents are encouraged to become members of the Kesterson Parent Teacher Association. Many school activities would not occur without the PTA and their tireless efforts. We commend their dedication to the students and the school and ask that you show support by joining the organization and volunteering at school activities.

REPORT CARDS / PROGRESS REPORTS

Parents can check their child’s progress at any time by simply logging into their Infinite Campus/Parent Portal account. You can check their progress, grades, and attendance, as well as see any messages sent to you through Infinite Campus.

Midway through each grading period teachers are required to send home notices of unsatisfactory progress to parents if a student’s grade appears likely to drop two or more grades, or if the student appears likely to get an F for “failing” or N for “needs improvement” for that grading period.

Report cards for students in grades kindergarten through five will be distributed at the end of each semester. Progress Reports will be sent home to keep parents informed of the behavior and academic progress of their child on or around the 15th and 30th of each month.

TARDIES

Students are expected to be at school and in line at 8:55 a.m. When students arrive after the tardy bell rings at 9:00 a.m. parents are required to come in to the office with their child and must sign them in before they can be admitted to class. Entering a classroom after it has begun is disruptive to others and missing even a few minutes of instruction is detrimental.

VISITORS

For safety and security, everyone entering the school must report to the front office and check in. A school visitors badge must be worn while on campus. All visitors must follow the CCSD dress code. While we welcome family attendance during assemblies and special presentations in the MP Room, we must maintain an academic environment in the classroom with as few disruptions and distractions as possible. For that reason, we cannot allow siblings or other minor family members to accompany parents into the classrooms during the school day when volunteering or attending classroom events such as our Field Day event. Thank you for your understanding.

After reading through the Handbook and discussing the expectations with your child, please sign and return this portion to your child’s teacher.

Parent/Guardian Signature _____ Date _____

Child’s Name _____ Date _____

Teacher’s name: _____