

Student/Parent Handbook 2017 - 2018



Lorna J. Kesterson Elementary School
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Mrs. Jackie Walker
Principal

MISSION STATEMENT

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

WELCOME!

All students, along with their parents, should read this information to acquaint themselves with the policies and procedures of the school and the district. Our expectation is that all students who attend Kesterson and their parents follow the procedures set forth in this handbook.

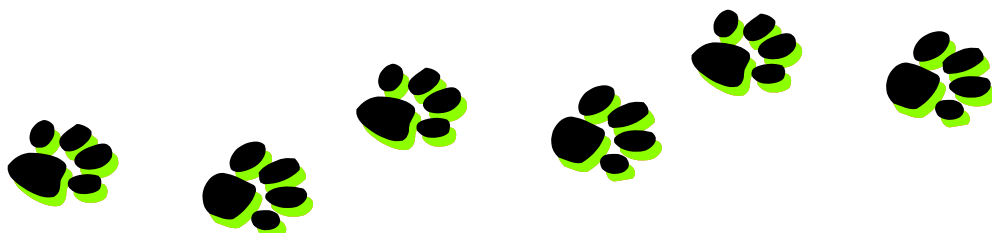
A key ingredient to make this year successful is communication between parent, student, and teacher. Ask questions, become involved. We encourage this dialog and look forward to a rewarding year at Kesterson Elementary School.

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.

VISION STATEMENT

At Kesterson Elementary our vision for student success includes the student having a sense of empowerment, along with being globally aware and technologically proficient. We support student creativity and healthful living. While instilling critical thinking skills, we are working together to foster an overall love for lifelong learning.



Student and Parent Expectations

ABSENCES / ATTENDANCE

Any absence is discouraged as time out of the classroom is missed instruction. A note explaining the reason for the absence(s) from school is expected within three days upon the student's return. If a student is absent more than twenty days during the school year it can affect the decision in determining promotion to the next grade. 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.

CLASS/HOMEWORK IS NOT GIVEN IN ADVANCE. Students shall be held accountable for the work missed. Perfect attendance is for no absences and no tardies for the entire school year.

Families will be notified by an automated phone system each time their child is marked absent from school. When a student has received six (6), ten (10) or sixteen (16) unverified absences a letter will automatically be sent home. This notification is to make parents aware of said absences and to review the District and State policies regarding attendance at school.

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 wheelies 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

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 are asking all families to apply for the 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 student 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 bringing a cell phone it is to be turned off and remain in backpacks until school is dismissed. Using a phone during school hours will result in the phone being confiscated and parents will be called to pick it up. Students cannot use the camera or video options on the cell phones at any time during school hours.

CHANGE OF ADDRESS OR PHONE NUMBER

It is important that our files contain accurate information. 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.

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 whenever possible AFTER school. Learning continues throughout the day until school is dismissed. 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.
- 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 and/or telephone. Because of the dynamic nature of the classroom, please allow 24 hours for the teacher to reply to a message.

CONFERENCES

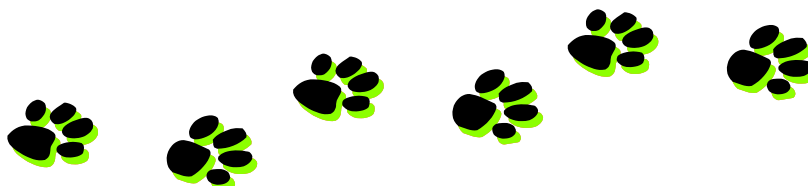
Teacher-Parent-Student Conferences are on going throughout the school year. Teachers will be in contact with parents and if at any time you should desire a conference contact the teacher to make arrangements. Most teachers are available between 8:40 a.m. and 8:55 a.m. and in some cases after school.

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, such as; going to Safekey or not taking the bus or someone other than you will be picking them up after school.

DISCIPLINE

The school provides each student with the maximum opportunity to acquire an 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.



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.
- transistion swiftly, quietly, and in an orderly manner.
- congratulate and lift up other.
- never ask for rewards.
- pick up after themselves and others.

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 and strap. No flip-flops are allowed.
- Prohibits crop tops (no skin showing between the bottom of a shirt/blouse and the top of pants/shirts), strapless, low-cut, clothing with slits, or tops and outfits that provide minimum coverage.
- No spaghetti straps are permitted; all sleeveless shirts must have straps at least three inches wide and cover the shoulder. Shirts with deep arm holes are not permitted (unless a shirt is worn underneath).
- All attire should be at finger tip length. If shorts are worn, they must be hemmed and without fraying, also no holes or fraying in pants. When wearing leggings/tights the shorts, skirt or dress must be finger tip length also.
- Prohibits the wearing of hats or headgear while in the building.
- Prohibits slogan or advertising on clothing, which by their controversial or obscene nature disrupts the educational setting.

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.

EDUCATIONAL PRINCIPLES

The Board of School Trustees of the Clark County School District recognizes that it has a responsibility for educating all students in the District regardless of their ability, race, color, religion, nationality or sex. It also recognizes that the home is the most important factor in shaping the personality, health, and character of the student and it totally supports a well-adjusted and stable home life. The District accepts the responsibility of sharing, with the home, the task of developing the highest standards of achievement and moral conduct in our students.

ENROLLMENT AND/OR WITHDRAWALS

Students must enroll either online or through the school office before they can attend class. 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 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 up 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.

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 their jackets or sweaters, backpacks and lunch boxes are clearly marked with your child's name. 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

Parent volunteers are encouraged and welcomed within our school environment. Throughout the year, we actively seek volunteers, for our classrooms and lunchroom as well. 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 confiscated by 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 Lorna J. 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 by simply logging into their Infinite Campus/Parent Portal account. You can check their progress, grades are uploaded by the teacher each week, their attendance and 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 Card for students in grades one 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 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 puts a child educationally behind everyone from the moment they arrive.

TELEPHONE

The school phone is a business phone. Arrangements to go home with a friend needs to be done before coming to school. Forgotten homework will be dealt with in the classroom with consequences that have been established. The only reason to call home is if a child has neither lunch nor lunch money and is unsure about what to do at lunchtime. When a child is ill, the phone call will be made by the FASA through the health office.

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 our Field Day event and the Annual Spelling Bee. 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: _____