

# Student/Parent Handbook 2023-2024



## Estes McDoniel Elementary School

1831 Fox Ridge Drive  
Henderson, NV 89014  
Telephone: (702) 799-7788  
Fax: (702) 799-0948

<http://estsmc.wixsite.com/mcdoniel>

Ms. Darla Richards  
Principal

Ms. Kelli Han  
Assistant Principal

*We are a community formed of students, parents, and staff, committed to developing responsibility, building self-confidence, fostering skills for life-long learning, and providing essential experiences for daily success.*

## WELCOME TO McDONIEL ELEMENTARY SCHOOL

The staff of Estes McDoniel Elementary School provides this handbook as a way to summarize the educational goals at McDoniel 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. These expectations can be achieved through close communication and cooperation between the home and the 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 702-799-7788 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 8:00 a.m. with the line up bell ringing at 7:55 a.m.** All arrivals and departures, with the exception of special education and Pre-K students, are to be through the gates on the northeast and southwest sides of the campus. **Students are not to report to school prior to 7:45 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 p.m. 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. If you are going to be a few minutes late, it is important to notify office personnel immediately.

#### **School Hours**

- 7:00 a.m. - 3:00 p.m. Office Hours
- 7:10 a.m. Teacher Contract Time Starts
- 7:45 a.m. Gates Open and Breakfast is Served. Only students permitted on school property.
- 7:55 a.m. Student Line-Up Bell
- 8:00 a.m. Tardy Bell
- 8:00 a.m. Instruction Begins
- 2:11 p.m. Student Dismissal (Monday-Friday)
- 2:21 p.m. Teacher Contract Time Ends

#### **Attendance, Absences and Tardies**

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.** Any student who is absent will be required to have a note signed by a parent explaining the reason for his or her 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. When students arrive after 8:00 a.m., they must go to the office and receive a tardy slip before being admitted to class.

## Family Contact Information

If you have a change of address or telephone numbers, please update this information through Infinite Campus. 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 McDoniel attendance area, you will need to register your student at the new home school.

## Enrollment and/or Withdrawal

Students must officially enroll through Infinite Campus before they can attend class. A birth certificate and immunization record are required for students new to the school district. 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 transfer.

## Health Services/Medication

The school nurse is available at least two days a week. A full-time School Health Assistant (SHA) is available to students each day. Students who become ill at school should report to the office. If the illness or injury is such that the student should go home, the parent will be notified. Students are not permitted to use their cell phones to contact parents regarding illness; they must go to the Health Office to be assessed. Students are not permitted to leave the school without permission from the Health Office.

If children are to 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 is to 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 so it can 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

Estes McDoniel has qualified for the Community Eligibility Provision (CEP) for the 2023-2024 school year. CEP is a provision from the Healthy, Hunger-Free Kids Act of 2010 that allows schools to provide free breakfast and lunch to all students regardless of individual household eligibility. Breakfast is available at 7:45 a.m. each morning. Students may bring a sack lunch from home if they prefer.

Students are expected to eat lunch during the designated twenty minutes. To make meal time more pleasant, we ask that students:

- Use inside voices (Levels 2 or 1) and good table manners.
- Clean the area and leave all food in the lunchroom.
- Remain seated until dismissed by a supervisory adult.
- Sharing food is prohibited.
- No food items are allowed in the classroom.

Estes McDoniel sponsors a Marlin Market where students may purchase low-cost treats along with a variety of trinkets, school supplies, and other miscellaneous items at dismissal time. If you have any questions regarding food services, please call 702-799-5750 ext. 4012, between 8:15-10:55 a.m.

## Picking Up Children During School Hours

We ask that the following procedures be followed:

1. Inform the child's teacher or office, in advance, that he/she will be leaving class early.
2. **Be prepared to show identification upon picking up a child.**
3. **Report to the school's office to sign the child out and back in.**
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.

## Student Records

An active record of each student's progress is kept at school. The major items found in the permanent records are: factual information (parents' name, date of birth, address), report cards, attendance record, and health record. The Family Educational Rights and Privacy Act of 1974 (FERPA) provides 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.

## Student Dress Code

Students are to adhere to the Clark County School District dress code regulations that state the following:

1. Attire should be hemmed and reach no more than 5 inches from the top of the kneecap.
2. Shirts and blouses should be appropriately buttoned and extend beyond the belt level. All sleeveless shirts must have straps at least 3 inches wide. (No spaghetti straps)
3. Clothing printed with controversial or obscene slogans are prohibited on campus. Hats, gloves, and sunglasses may only be worn outdoors.
4. Flip-flops, strapless sandals, tank tops, bare midriff or strapless clothing are deemed inappropriate. Appropriate shoes (such as sneakers) must be worn on PE days.
5. Mohawk haircuts, spiked hair more than 2 inches, body piercings, or tattoos are prohibited.
6. Jeans with tears or rugged edges, revealing or see-through clothing, slippers, and flip flops are not to be worn at school.

If students do not adhere to the code, they will be required to change. The principal 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. Bicycles are to be walked on and off campus.
2. Bikes are to be parked immediately upon arrival inside the designated bike enclosure and picked up upon dismissal.
3. **A lock must be provided for every bicycle.** The school does not assume responsibility for the loss or damage of any bicycle on school grounds.
4. 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.
5. Skateboards, skates, scooters, and heelies are prohibited on campus and may be confiscated to be picked up in the office by the student's parents.

### Personal Belongings/Toys

Students are expected to assume responsibility for their belongings. In the event that items are misplaced, an attempt will be made to return them. Please be sure the child's name is written on any item brought to school. Items that have not been claimed at the end of each month will be taken to a charitable organization. **Students are also asked to leave non-instructional items at home. These items include, but are not limited to: cell phones, electronics, electronic games, radios, toys, and sports equipment.** Such items cause distractions and may be taken away from students to be picked up in the office by the student's parents. The school is not responsible for lost, stolen or damaged personal items. **Cell phones and Smart Watches are to remain "powered off" and secured in backpacks during school hours (8:00am-2:11pm).**

### Field Trip Permit

You will be notified by your child's teacher of scheduled grade level or classroom field trips. Parents are required to complete a permission form for each field trip. This notification will require a parent or guardian signature authorizing your child to participate in the field trip. Included in the beginning of the year packet is a CCF-796 Field Trip Permit form. The purpose of *this* form is to obtain general parent permission for your child to participate in academic related activities, such as P.E., that may take place off-campus in Fox Ridge Park.

## **PARENT INVOLVEMENT**

### Parent Volunteers

Estes McDoniel Elementary School enjoys an excellent reputation as a result of teachers, parents, and community working together to provide the best education possible for our children. A key aspect to this partnership is parent volunteers. McDoniel volunteers are encouraged and welcomed within the school environment. Teachers 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 in your child's classroom, please let your child's teacher know of your interest. As with all school visitors, the procedure for checking in at the office applies. Please sign in on the computer at the front counter and obtain a visitor sticker.

### Faculty Lounge

A parent volunteer workroom is provided. On occasion, volunteers may need to overflow into the lounge to complete a project. As a courtesy to staff, we ask that children remain outside the lounge and that parent volunteers vacate it for staff only use, especially during the lunch hour.

### 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.

### Parental Concerns

It is the hope that everyone be pleased with the operation of the school. However, on occasion, you may have a concern. If the concern relates to your child, the first step is to contact your child's teacher. A concern not related to your child should be brought to the attention of a building administrator.

### **Class Parties/Birthday Parties**

At all grade levels, school parties are planned for only three occasions a year: Nevada Day, Winter Holiday Break, and Valentine's Day. These celebrations take place during the last 30 minutes of the school day. No colored punch or clear juices are allowed in the school. Water only is permitted. This applies to sack lunches as well. Healthy snack alternatives such as fruits and vegetables are acceptable. **To be in compliance with health regulations, NO homemade food items are allowed.**

**Classroom birthday parties are not allowed,** 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.

### **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 make every effort to plan student appointments after school hours.

## **STUDENT RESPONSIBILITIES**

### **Homework**

We believe that your child should read outside of school as much as possible. Reading time becomes dramatically more effective when shared as a family or with individual family members.

### **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. The McDoniel Messenger will be sent home with students and posted on the website monthly.
2. Student grades are accessible via the Infinite Campus Parent Portal.
3. October is designated for Parent Student Teacher Academic Planning Time (PSTAPT).
4. Parents will receive a report card each semester for students in all grades.
5. The McDoniel folder is sent home every Tuesday. It serves as a communication tool, from school to home, and will contain school/district information.

### **Telephone/Cell Phone Use**

The school office is the center of activities and is busy at all times. Students may use the school office phone only in cases of emergency. It must be used with discretion and 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 powered off and kept in backpacks throughout the school day.** They may be turned on **only** after they have left the school grounds through the designated gates at the end of the school day. If teachers/staff observe any student using the cell phone during the school day without permission, it will

be confiscated and held until an adult picks it up. Your cooperation in guiding your child in this area is appreciated.

## STUDENT EXPECTATIONS

### School Climate

The development and maintenance of a positive school climate is a priority of the McDoniel school staff. A positive, respectful and caring school climate focuses on self-concepts and encourages the staff and students to act in positive ways. It is believed that as students learn concepts and behaviors that make them happier, healthier, and more responsible, the school will then take on those same characteristics.

### Behavior

Behavioral expectations have been developed at McDoniel to guide appropriate student behavior in a consistent manner throughout the school. Specific rules are in place for the lunchroom, playground, and hallways.

### Schoolwide Rules and Discipline

Students are expected to:

- Keep hands, feet and objects to themselves.
- Value school and personal property.
- Respect the learning of others and teachers' instruction.
- Stay to the right, remain quiet, and be polite while in the hallways.
- Refrain from bullying behaviors.

## STUDENT AND STAFF RECOGNITION

### Recognition Activities

Students who demonstrate academic improvement will be selected by their teachers and recognized as "Sea Stars." Other special recognitions include Student of the Month, Honor Roll, and Attendance. Additionally, teachers develop a classroom program to recognize and reward positive actions; students participate in classroom awards ceremonies and an end of the year celebration.

### Recognition of McDoniel 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. Simply obtain a form directly from the CCSD website at [www.ccsdapps.net/v/rave](http://www.ccsdapps.net/v/rave) and briefly describe the effort, project, or situation for which the employee deserves recognition. Please submit only one *RAVE REVIEW* per person. 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.