

Thomas J. O'Roarke Student & Parent Handbook



2016-2017

Welcome to O'Roarke Elementary School!

Dear Students, Parents and Guardians:

Welcome to the O'Roarke Pride! We are looking forward to an exciting and successful school year. Please take time to read and discuss this handbook with your child(ren) as it contains important information and answers to many questions you may have about our school. The information in this handbook is listed in alphabetical order for your easy access throughout the year.

In keeping with the Clark County School District's Strategic Plan, this handbook is one forward step toward a strong home/school connection. Parental involvement is an essential key to our success as educators and the students' success in school. Good communication between the home and the schools fosters a rewarding and enriching educational experience for students, parents, and school personnel.

Elementary education provides the foundation and background for an individual's entire schooling. These formative years are of utmost importance. The O'Roarke staff has established the mission of providing "a comprehensive and challenging academic environment that supports each student's educational journey." Please help us fulfill our mission by becoming our educational partner. Remember, children are an investment in the future.

Mr. Barto, Principal



School Contact Information

799-6600 **Office**
799-6612 **Fax**
799-6600 ex. 4022 Health Office

School Address

8455 O'Hare Road
Las Vegas, Nevada 89143

School Office Manager

Wendi Brenner

School Enrollment Clerk

Lori Horton

School Office Aide

Andrea Kahele

Lunchroom Manager

First Aide Safety Assistant

Stephanie Suriano

ABSENCES / ATTENDANCE

School attendance is vital to academic success in school. Laws related to school truancy have been enacted to reduce the high rate of habitual truants in schools. As a result of attendance

legislation, Clark County School District's policies and regulations regarding student attendance are as follows:

- Attendance enforcement is a shared responsibility between the Clark County School District and the student's parent/guardian
- Student tardiness is a serious disruption to the educational program and infringes on the educational rights of other students
- A student who exceeds twenty (20) absences during the school year **MAY** be retained in the current grade
- Medical and dental appointments that cannot be scheduled any other time and that result in a partial day absence do not count in the absence total for purposes of attendance enforcement.
- A student that is declared truant three (3) times during a school year may be referred for educational neglect.
- Parents are to request make-up work within three (3) days of the absence. Students shall be allowed a minimum of three (3) days to complete make-up work.

When your child is absent, please write and sign a note giving the reason for your child's absence, his/her full name and the date(s) of absence(s) and send the note to your child's classroom teacher on the day your child returns to school. Check with your child's teacher concerning make-up work. In the event your child is going to be absent **three or more days**, please call the school office (799-6600). Failure to provide an excuse will result in an unexcused absence(s).

ACCESSIBILITY NOTICE AND PROCESS

The CCSD is committed to nondiscrimination in its programs, activities, and services, and to providing facility accessibility. Parents, students, staff, or other members of the public, who are seeking information or have questions about the existence and location of accessible services, activities, and facilities in the district, should contact the building principal with their inquiry and the building principal will respond to the inquiry within a reasonable period of time. The building principal may, if necessary, refer the person to one or more of the following individuals, who will respond to the inquiry within a reasonable period of time:

Facility Accessibility, Administrative Manager	799-8710
Employee or Public Access/Services Issues Diversity, Affirmative Action Compliance, Title IX Coordinator	799-5087
Student Programs/Services Access Compliance Officer, Office of Compliance and Monitoring Student Support Services Division	799-1020
Student Athletics, Instructional Support, Activities Access, Executive Director	799-8493

If parents or members of the public have additional concerns or complaints regarding their inquiry, they may initiate a formal review by completing a Public Concern Form and trigger the public concern process as outlined in CCSD Regulation 1213.1.

ACCIDENTS

Accidents that occur at school should be reported immediately to the teacher or the playground supervisor so that appropriate action can be taken.

ARRIVAL PROCEDURES

Students arriving at school between **8:50** a.m. and **9:05** a.m. may place book bags, lunch boxes, etc. by their class line-up area on the blacktop. However, it is recommended that they keep these items with them to ensure their safety.

Instruction begins at **9:15** a.m. At the 9:05 line-up bell, all students WALK to their classroom line-up area and wait quietly in line. The teacher will meet his/her students at the line-up area and walk them to class. For safety purposes, **STUDENTS ARE NOT ALLOWED IN THE HALLS OR CLASSROOMS BEFORE CLASSES BEGIN AT 9:15 A.M.**

ARTICLES NOT PERMITTED IN SCHOOL

Any item not associated with the educational program and those items that can create a hazard to the health or safety of others or are disruptive to the school's learning environment will be confiscated and kept in the school office. Only an adult may claim confiscated items. Such items include, but are not limited to: Chains, Clubs, Trading Cards, Balloons, Knives, Toys, Perfume, Pets, Stuffed Animals, Hairspray or Dye, Make-up, Squirt Guns, Beepers, Gum/Candy, Shoes with wheels, Rollerblades, Skateboards, Laser Pens, Radios, Fireworks.

Athletic equipment should be left at home unless requested by the teacher for special events. Students who bring cell phones, ipads, kindles, athletic equipment, or any other personal items to school ***do so at their own risk***. The school cannot be held responsible for these items. **Tobacco, matches, weapons and drugs have no place in school.**

BEHAVIORAL EXPECTATIONS

Consideration of other people in respect to their feelings, their safety, their privacy and their full social rights and privileges is essential to a happy, healthy person. We believe that every student should be able to attend classes without fear of being hurt or threatened by another student. We also feel strongly that teachers who are trying to teach deserve the same respect that parents expect from their children.

School-wide expectations and procedures help our school run smoothly and help make it a safe place to be. Expected student behaviors include:

In the Classroom

Be in your seat and ready to work at 9:15 a.m.; Respect the rights of your fellow students to not be interrupted in their learning; Leave gum at home; Listen to each other; Raise your hand and wait your turn to talk or to share in class; Use time wisely; Take care of textbooks and materials in a responsible way; Show respect to everyone involved in your instruction.

In the Hallway

Walk in corridors and the MPR at all times; Keep your hands folded - Do not touch or lean on displays or walls; Lips are zipped; Walk in straight lines and stay to the right so others can pass. A hall pass is necessary during school hours.

On the Playground

Leave dirt, gravel, rocks on the ground; Play in the designated areas; Respect the right of others on the playground; Accept direction from teachers and supervisors on duty; Use language that is not offensive to others; No 'put-down' statements; Play the games according to P.E. rules; Playing on bars with hands and arms only; No hanging by feet or legs; No excluding others from games, Remember- everyone plays or no one plays.

In the lunchroom

Walk quietly in the lunch area; bring or purchase your own food. Eat only your own food, do not exchange or ask for food from another student; Do not borrow or loan money; Maintain orderly lunch lines; Use indoor voices in the lunchroom; Demonstrate polite manners; Raise your hand if you need utensils, napkins, condiments, etc.; Before leaving, check to see that the area is left neat and clean. All lunchroom rules apply to breakfast.

In the Restroom

Always walk; Use the restroom quietly, Do not "hangout" or wait for friends inside the restrooms; Travel to and from the restroom quietly; Do not stand and talk to others in or around the restroom; Use the restroom before the line-up bell has rung.

In an Assembly

Enter and exit quietly; Show respect to the performers; Walk to and from assemblies; Be a polite audience; Do not talk to others during the performance; Applaud when appropriate; Sit quietly, flat on your pockets; Do not disturb others.

Our students try very hard to follow school and classroom rules. However, sometimes a rule is broken. When this happens, all students are adversely affected and it may become necessary for disciplinary action to be taken. Some of the behaviors requiring disciplinary action are:

- Fighting, bullying or inciting others to fight or bully
- Insubordination or open defiance of a teacher or any school employee.
- Threats, profanity, or other verbally threatening actions

- Bringing weapons or simulated weapons, dangerous objects, sharp instruments or toys to school
- Stealing, extortion or forgery
- Harassment, ridicule or excessive criticism
- Playing abusive or humiliating tricks on others
- Destruction of personal or school property

Students are responsible for their own actions. The individual choice a student makes in a given situation will yield either a **positive** or a **negative** consequence. Students that consistently meet classroom and our school-wide expectations earn positive consequences. Conversely, students that do not meet school-wide and classroom expectations for conduct earn negative consequences for their actions. The positive and negative consequences at O'Roarke are listed as follows:



O'Roarke Pride Award

Pride Award recipients are recognized by peers and teachers for their positive contributions to the academic and/or social climate of the school community. Students receiving the Pride Award will be recognized at monthly *Lunch with the Principal* luncheons. These luncheons are sponsored by the PTO and local business partners.

Student Awards/Recognition

Students in grades one through five that demonstrate academic excellence will be recognized at end of year recognition assemblies. Classroom teachers will celebrate student success on a frequent basis.

Exemplary Attendance Awards

Students demonstrating positive attendance practices receive an Attendance Award. Students are eligible to receive this award if they have no absences during the school year.

Student Council

The Student Council organizes student activities and raises funds for school improvement projects. Students in grades 3-5 are eligible for leadership roles in Student Council.

Chorale and Pride Percussion

Grade four and five students are eligible to participate in the school choir or percussion group, which represents the O'Roarke student body, and perform on and off campus throughout the school year.

Story and Snack

Students who maintain good attendance each month are invited to hear story and enjoy a snack with Mrs. O'Roarke the last Friday of each month.

Extra Curricular Activities

Students in grades K-5 who exhibit good attendance and citizenship will be invited to participate in a variety of after-school activities such as football, soccer, basketball, talent show, midnight madness, etc.

Classroom and Individual Incentives:

Paw Points

Staff award pride points when they observe classrooms demonstrating positive behavior in the specialist classrooms, hallways, lunchroom, or on the school campus.

Negative Consequences:

Informal Talk

Student is made aware of inappropriate behavior.

Teacher/Student Conference

Teacher and student discuss the expectations for positive behavior that are of concern, and suggestions are made for improvement.

Behavior Contract

Teacher and student develop a contract agreement to improve behavior.

Citation

Student behavior that does not warrant seeing administration can be issued a citation for their behavior. The citation is to be taken home, signed and returned to the teacher. Three citations in 1 or 2 months will turn into a Referral.

Requested Parent-Teacher Conference

Teacher requests parent and student participation in a problem-solving conference.

Behavior Incentive Plan

Teacher consults with colleagues specializing in behavior management to develop a behavior plan. School faculty and staff implement the plan to assist the student in becoming successful in meeting school expectations for positive behavior.

Required Parent Conference (RPC)

School administration requires parent(s) to attend a conference in which behavior interventions and the possibility of further negative consequences is reported. Any student receiving a third Behavior Referral will also receive an RPC.

In-School Discipline

Access to common privileges (e.g. lunch recess) is temporarily withheld and replaced with a character building activity.

Suspension

Student is removed from school for a number of days to be determined by the principal. A Required Parent Conference must be held prior to the student's return (CCSD Regulation 5141.1).

Expulsion

Student is permanently removed from school.

Classroom Discipline

Teachers will send home an explanation of individual classroom expectations during the first week of school. If a student's behavior is deemed too disruptive for the classroom environment, and limits the teacher's ability to teach, he/she may be removed and placed in an alternate educational setting (Assembly Bill 521).

BICYCLES/SCOOTERS

We have provided a storage area for students wishing to ride their bikes or scooters to school. The school **DOES NOT** assume responsibility for stolen and/or damaged transportation devices. Students riding bicycles/scooters/skateboards to school must follow these procedures:

- Bicycles/scooters/skateboards are to be **walked on the school grounds and sidewalks.**
- Students should provide a lock for their scooter/skateboard for storage in the bike rack during the school day. Students should not share locks.
- Students must demonstrate bicycle safety rules. A helmet is highly recommended.
- Bicycles/Scooters/skateboards are not permitted on the blacktop area or in the school building.

Skateboards, heelies, and/or roller blades are not permitted in the school building or the school campus during school hours.

BREAKFAST

Breakfast will be served from 8:45 a.m. to 9:05 am in the school multi-purpose room. The price for breakfast is \$1.25.

CELL PHONES

We understand that families have come to rely upon cell phones and other electronic devices to maintain lines of communication; however, we have an ethical and legal responsibility to ensure that technology is used in a way that won't be harmful to others or create unsafe conditions in our schools, or undermine our school's educational purpose. The CCSD has developed the following guidelines for cell phone use.

- No Use: Students' cellular phones and personal electronic devices must be turned off and remain off during the instructional day and passing periods. Cellular phones may only be used prior to the first bell, after the final bell, or during scheduled nutrition breaks or lunch periods.
- Cell phones should be stored in a non-visible location (backpacks, purses, pockets).
- Phones confiscated in violation of these guidelines will only be returned to a **parent/guardian** during non-instructional hours.
- Cell phones must remain off during a school evacuation, lockdown, or drill. During these situations tell your child **NOT** to try to contact you by cell phone until given the okay by school staff, thus allowing emergency communication channels to remain open. The Parent Link communication system has the capability of contacting parents/guardians in an emergency.
- As a condition of possessing a device on campus, the student agrees to a search of the device's content if reasonable suspicion of violating the cell phone use policy exists.

Additionally, parents are asked to silence their cell phones while at the school. This ensures both compliance with the above guidelines and serves to set a positive example for students. We seek your support and hope that you will speak with your children so they too fully understand the importance of following these guidelines.

CHEWING GUM

Careless disposal of gum in drinking fountains, on furniture and on floors present sanitation and cleaning problems and result in costly repairs. Therefore, gum is not permitted on campus.

CLOSED CAMPUS

To maintain student safety, the school building and gates surrounding the school are locked at 9:10 a.m. and remain locked through 3:20 each day. During the school day, the only access is through the front door of the school office.

If a student must leave school at any time during the school day, a parent/guardian must show picture identification, and sign a student release form in the school office. Office personnel will contact the classroom and have the student meet the parent in the office. **All visitors must report to the office for a visitor's pass.**

CURRICULUM DESIGN

The curriculum at O'Roarke is based on a six period day. Each period lasts approximately fifty (50) minutes. During the student day students will receive instruction in mathematics, language arts, reading, science, health and social studies. On a weekly basis students will have the opportunity to receive instruction in general art, general music, physical education, library skills, technology, and use the computer lab. We offer special services in the early childhood and resource rooms as well as Speech and GATE (Gifted and Talented Education) for those who qualify.

DRESS CODE

Students wearing any type of clothing or hairstyle that causes a distraction in the classroom, or clothing of a particular kind that leads to misconduct are referred to the principal. Writing and pictures on clothing must comply with standards of decency. Items of clothing with references to or pictures of immoral subject matter, alcohol or drugs, will not be allowed. If in the opinion of the principal the clothing is inappropriate, the student's parents will be contacted to bring appropriate clothing so the student can change.

CCSD dress code regulation 5141 is as follows:

- Require the wearing of shoes with soles. 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 or skirts 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.
- Require that 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.

The final decision of whether the student's appearance is acceptable or not is up to the principal.

EMERGENCY CONTACT INFORMATION

It is essential that the school have the following information so that a parent or guardian may be notified immediately in case of illness:

- Parent's work number and emergency telephone numbers
- Current home address and telephone number

IF YOUR CONTACT INFORMATION CHANGES, PLEASE COME IN TO THE SCHOOL OFFICE AND PROVIDE NEW CONTACT INFORMATION IN WRITING.

EMERGENCY PROCEDURES

In compliance with CCSD regulations and policies, O'Roarke Elementary School has established emergency procedures for a variety of crisis situations. The school's response to an emergency will vary dependent upon the specific facts of the situation. The school will cooperate with local, state and federal law enforcement agencies in an effort to protect the safety and welfare of students. The emergency procedures are practiced throughout the school year. Parents are responsible for providing the school up to date emergency contact information. In the event of an evacuation, the school population may be transported to Bilbray/Scherkenbach Elementary Schools.

FIRE DRILLS

AS required by law, the Clark County Fire Department conducts monthly fire and Shelter-in-Place drills each school year. Each classroom has emergency procedures posted. It is essential that students obey these procedures promptly when prompted by signal.

FOOD SERVICE

The school breakfast program begins daily at 8:45 a.m. and ends at 9:05 a.m.

Students may bring their own lunch, or purchase their lunch through the school lunch program. A lunch menu will be sent home each month. Listed below are current food service prices:

Breakfast \$ 1.25 (includes milk and juice)

Lunch \$ 2.00 (includes milk)

Milk \$.25

Parents and/or guardians may apply for free or reduced price hot lunches any time during the school year by completing an application available in the school office or the cafeteria. The School District Business Manager evaluates all applications. All information is confidential.

Parents/students are strongly encouraged to purchase lunch on a prepayment basis. Parents may prepay for school lunches online at www.schoolpaymentsolutions.com

All foods are subject to the guidelines as set forth in the CCSD Nutritional Policy.

(<http://ccsd.net/foodservice/1-NutriPolicy.html>).

FRIDAY FOLDERS

Students will be given a "Friday Folder" at the beginning of the school year. Please check this folder each Friday for important communication from the teacher, PTO or the school.

GRADING

The CCSD Elementary Division uses these grades for basic skill subjects, showing accomplishments relative to other students at the assigned grade level:

- A Excellent Achievement
- B Above Average Achievement
- C Average Achievement
- D Below Average Achievement
- F Failure to Meet Acceptable Standards of Achievement

The following grading numbers are used in all classrooms to determine letter grades:

A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	00 - 59

The following supplementary grading symbols are used for other subjects and sub-skill areas, showing accomplishment relative to individual potential:

E	Exceptional Progress
S	Satisfactory Progress
N	Needs Improvement
X	Not Evaluated

HEALTH SERVICES

Although a full time FASA (First Aid Safety Assistant) has been assigned to O'Roarke School, she cannot take responsibility for evaluating signs of illness or injury that have occurred at home. Please refer these to your family doctor or an emergency room physician. A child who has been vomiting or has a fever should remain home until symptoms have subsided. If a child becomes ill during school hours, parents are expected to make arrangements to have the child removed from school immediately. Parents without transportation, and working parents, should

make plans for such an occurrence early in the school year. Please inform the school of emergency contact names and numbers, and any medical concerns as soon as possible.

Medications: It is recommended that the parents give all doses of medication at home. If your child must be given medication at school, please contact the school nurse. A CCF-643 must be completed and on file at the School Health Office before any medication can be administered. Please note: No over-the-counter medication can be dispensed without a note from a physician; this includes cough drops.

All medication must be brought to school by a parent/guardian. Medications must be in the original pharmacy container with the following information on it:

CHILD'S NAME; NAME OF MEDICATION; STRENGTH OF MEDICATION; DOSAGE FOR THIS CHILD; PHYSICIAN'S NAME; DATE PRESCRIBED.

For the safety of your child, and all students, do not send medications to school without consulting the school nurse.

IMMUNIZATIONS

Nevada law requires children entering school to provide evidence of the following immunizations:

DPT (4)	MMR (2)
Chicken Pox (2)	Polio (4)
Hepatitis A (2)	Hepatitis B (3)

Students will not be permitted to attend school until these series of immunizations have commenced. **Please consult our school nurse or FASA with specific questions regarding immunizations**

INSURANCE

Parents are encouraged to purchase accident insurance through their regular family insurance agent. ***The school district does not carry accident insurance to cover students.***

HOMEWORK

Homework is an integral part of the O'Roarke educational program. Homework comes in many forms: reading, studying for exams, finishing assignments and practicing necessary skills. By completing an assignment at home, your son/daughter practices skills and develops good study habits. Appropriate grade-level homework will be assigned Monday through Thursday by the classroom teachers. *Music, Art, Library, Technology, Resource Room and Physical Education homework assignments vary.* The Gifted and Talented Education teacher (GATE) may assign long-term assignments during the year.

Tips for Parents regarding homework assignments:

- Decide what time of the evening should be set aside for study.

- Choose an area relatively free from distractions, where your child will be able to concentrate.
- Basic skill review homework can be expected Monday through Thursday (language arts, reading, math, science/social studies).

KINDERGARTEN

The law concerning kindergarten states that ". . . any child who will arrive at the age of five years by September 30th shall be admitted to kindergarten." However, any child who will be six years of age on or before September 30th who has **not** been enrolled in a public, private licensed, exempt private, or approved home school kindergarten program may be assessed to determine if he/she is prepared for first grade. If the child passes the assessment, he/she is admitted to first grade. If not, the six-year-old child is enrolled in kindergarten.

LIBRARY

Students are encouraged to check out books from the library. In the event that a book is misplaced or lost, please notify the librarian and a bill will be sent to cover the replacement of the book(s). In the event the book is found later, a refund will be made.

LOITERING

Students must have a valid reason for staying at school after their classes are over. Non-students loitering on campus will be asked to leave or report to the school office for a visitor's pass.

LOST AND FOUND

Lost and found articles will be maintained in a secure central location. To inquire about or to claim a lost item, please report to the office. Each grading period, a supervised display of lost and found items will be made available to students and/or parents. All articles left unclaimed at the close of the school year will be donated to a charitable organization.

MEDICAL APPOINTMENTS

If it is necessary to schedule an appointment with a dentist or medical doctor during school hours, parents are asked to send a note stating the time the student needs to be released.

Parents must report to the office when they arrive on campus. The office staff will call the classroom and ask that the student be sent to the office to meet his/her parent.

NEWSLETTERS

School Newsletters will be sent home in each student's Friday Folder. School newsletters will also be posted to the school website.

NUTRITIONAL GUIDELINES

The Clark County School District is committed to providing an environment in which students can make healthy food choices and have opportunities to be physically active in order to grow,

learn, and thrive. Research indicates a clear connection between good nutrition, student achievement, and classroom behavior.

This student wellness regulation has been developed to comply with the Nevada Department of Education Statewide School Wellness Policy as well as the Child Nutrition Program (CNP) and the Women, Infants, and Children (WIC) Reauthorization Act of 2004.

Foods of minimal nutritional value will not be given away, sold, or used as incentives for students or student activities during the school day. These foods fall into the following categories:

- Soda Water - any carbonated beverage
- Water Ices - any frozen, sweetened water such as Popsicles and flavored ice with the exception of products that contain fruit or fruit juice
- Chewing Gum - any flavored products from natural or synthetic gums and other ingredients that form an insoluble mass for chewing
- Certain Candies - any processed foods made predominantly from sweeteners or artificial sweeteners with a variety of minor ingredients that characterize the following types: hard candy, jellies and gums, marshmallow candies, fondant, licorice, spun candy, and candy coated popcorn.

OFFICE HOURS

The school office is open daily from 7:30 am to 4:00 pm. You can reach our office staff at 799-6600.

PARENT COMMUNICATION

The commitment of parents/guardians to the education of their children is critical to success. Parents often desire contact with various offices or personnel to express views, concerns, and questions; this process can seem difficult. To assist parents in this regard, some simple tips and guidelines have been developed.

- **Classroom Issue:** Contact the teacher and allow 24 hours for return call
- **School Issue:** Contact the school office. The assistant principal or principal will respond to your call within 24 hours
- **Performance Zone Issue:** Contact the office of the Assistant Chief, Performance Zone 1, at 799-1719.
- **District Issue:** Contact the office of the Deputy Superintendent of Instruction 799-5475

Electronic Communication:

Helpful Information regarding the Clark County School District and its schools can be found at www.ccsd.net. The available links on this website provide detailed information on all aspects of CCSD. Many links include options to email questions and concerns to district personnel. Parents are also encouraged to call their school to inquire about access to the Infinite

Campus/Parentlink database for up-to-date information on their child's progress (grades, attendance, and behavior).

Public Concern Forms:

Public Concern forms are available at all CCSD schools, the Greer Education Center located at 2832 East Flamingo Ave. and the Sahara Administrative Offices located at 5100 West Sahara Ave. It is strongly suggested that parents/guardians notify and attempt to resolve the issue with school or the school's Academic Manager before taking this step. Often, a solution is readily obtained at these levels to the satisfaction of those involved.

PARTIES

In observance of special days, teachers may prepare and carry out suitable educational activities. It is expected that these special activities will function as educational projects and that social activities will not begin earlier than one hour prior to dismissal time.

Parents wishing to recognize student birthdays at school may do so by first making arrangements with the classroom teacher. Celebrations will take place during the student's lunch period, to avoid an interruption in the instructional day. Foods provided should comply with the provisions of the CCSD Nutrition Policy. To avoid hurt feelings, invitations to private parties are NOT to be distributed at school. Students are not to exchange gifts at school.



PETS

Pets are not allowed on the school campus unless prior approval has been granted by school administration. The unpredictable behavior of animals creates an unsafe environment for all students, and many students are allergic to pet dander. Your cooperation is greatly appreciated.

PROBLEM REPORTS

A student may at any time come up to the office and request a problem report. A problem report can be filled out for the following reasons:

- To report exactly what the student witnessed regarding a particular incident
- To report harassment by other students
- To inform the administration of a potential problem before it occurs

REPORT CARDS

Report cards are issued two times during the school year. If your child is doing unsatisfactory work, the school will send an unsatisfactory notice to your home and request a conference with a parent or guardian. If a notice of unsatisfactory work is received, please contact your child's teacher so steps can be taken to help your child overcome the problem.

UNSATISFACTORY NOTICES

Unsatisfactory progress notices will be sent home each grading period. All students who are earning a "D" or "F" average by midterm, or who have dropped two or more letter grades by midterm, will be issued an unsatisfactory notice. If you have not received an unsatisfactory notice at mid-semester and are concerned that your child may have received one, please call the teacher to determine if an unsatisfactory notice was issued.

SCHOOL VISITS / CONFERENCES

We encourage parents to visit the school and observe our instructional program. If at any time you feel the need for a conference with your child's teacher, please notify the teacher or our office so an appointment can be arranged.

When you receive a request from a teacher for a conference, please make every effort to meet with the teacher. We feel conferences are essential in providing the best possible education for your child. When visiting a classroom, we ask you to observe the following procedures:

- *Sign in first at the office*
- *Obtain a visitor's badge.*
- *Take a seat in the back of the classroom.*
- *Please limit your visit to thirty (30) minutes or less.*

If you have questions, please write them down so that you can ask the teacher after school or during a conference.

SCHOOL

DIMISSAL

Students in grades K - 5 will be released from the line-up dots at 3:26 p.m. Please be sure that your child has a good understanding of how he/she is to go home each day- to walk, ride the bus, ride with daycare or to be picked up by a parent, prior to coming to school each morning.

Students who are not picked up by parents/guardians after school will be directed to the school office. Every effort will be made to contact parents or guardians by telephone. It is vital that changes in telephone contact information are provided to the school so that we can reach you quickly in case of an emergency and/or notify you if your child has not been picked up.

THE SCHOOL OFFICE CLOSES AT 4:00 PM.

If a student has not been picked up from the school office by 3:35 p.m., an attendance officer will be called to transport the student to the Boys and Girls Club.

STUDENT RELEASE

During school hours students will be released from the school office only. Teachers will not release students from classrooms until they have been contacted by the office. Persons picking up children during school hours are required to report to the office to pick up the student.

For the protection of the students and to prevent unauthorized and unwanted persons from taking children from the school prior to dismissal or at the close of school, the following procedure will be followed:

- No child will be permitted to leave school property with anyone other than the listed parent or guardian unless prior written permission of the parent or guardian has been secured.
- Parents/guardians must show picture identification to office personnel when signing out their children to leave the school.

**PLEASE NOTE: STUDENTS WILL
NOT BE RELEASED AFTER 3:00 PM**

SUPPLIES AND TEXTBOOKS

The Clark County School District provides supplies and textbooks for the educational program with the exception of those items necessary for projects that are to be completed at home.

Textbooks are loaned to you. Textbooks are numbered and issued by the classroom teacher. Numbers are assigned to students and recorded in the teacher's grade book. Should textbooks be lost or damaged beyond normal wear, it becomes the responsibility of the parent/guardian to pay for that textbook.

Supplies are provided by the School District. However, at the beginning of the year, a Suggested Supply List from your child's individual teacher may be sent home. Teachers may request that you purchase current events publications to enrich the reading or social studies curriculum. Suggested supplies will be held to a minimum and are optional.

TARDY SLIPS

When a student is tardy, he/she must report to the office for a tardy slip that is to be presented to his/her classroom teacher. Prompt arrival at school helps to insure a good start for the day.

TELEPHONE USE

Students may use school telephones *IN CASE OF EMERGENCY* and only with permission of classroom teacher/office personnel. Phones are not to be used for obtaining permission to visit with friends after school is dismissed. Occasionally, a parent/guardian will phone the school office and ask the staff to provide a message to their child(ren). Since there is no way for the office staff to verify if it is the legal parent/guardian who is making the request, a possible violation of the Family Rights and Privacy Act may occur. It is against the law for school personnel to accept requests by phone. Please note: the office staff cannot assist you with phone requests for them to communicate changes to your child's transportation arrangements home. Please discuss how your child(ren) will get home at the end of the school day (ride the bus, daycare, wait for pick-up at the kiss-and-go lane, go to Safekey, walk, etc.) prior to sending them to school each morning. Should an emergency arise necessitating the need to contact a

student, parents are asked to come to the school office and provide appropriate picture identification. We will be happy to assist you.

TRANSPORTATION SERVICES

To determine if your child is eligible for transportation services, please call 799-8100, or type the following link into your browser:

www.ccsd.net/schools/transportation

Student safety is of vital importance in the operation of student transportation services. School buses and/or other District-owned vehicles operated by District employees are regarded as an extension of the school and classroom. The Clark County School District has established Rules of Conduct for School Bus Riders, which the schools will distribute to the students and parents or guardians. The Rules of Conduct for School Bus riders are also posted on each school bus. Misconduct may be cause to suspend or deny transportation services to the student as determined by the principal of the student's assigned school.

USE OF RESTROOMS

Each classroom has a procedure for student use of restroom facilities. However, teachers are sensitive to the individual needs of students to use the restroom at non-prescribed times. Please discuss any special health concerns regarding restroom use with your child's teacher.

VISITING THE SCHOOL

In order to provide a safe and secure learning environment for students and staff, **all** visitors who wish to access the building during instructional hours (9:15 a.m. through 3:26 p.m.) must check in at the school office and obtain a visitor's badge. Parents/guardians must present I.D. at the office when removing a child from school during school instructional hours. The I.D. must match the name of an adult/authorized person on the student's enrollment records.

If your child forgot his/her backpack or lunch, or if you plan to bring a surprise lunch, please drop these items off in the school office along with the child's name and room number. We will ensure proper delivery at an appropriate time that does not disrupt the learning environment.

Children who are not students at O'Roarke Elementary School are not permitted to visit classrooms during regular school hours unless the principal has granted written approval.

VOLUNTEERS

For the benefit of all school community members, O'Roarke volunteers will be asked to:

- Sign in and out at the school office
- Receive training prior to use of equipment
- Secure necessary supplies and materials from classroom teachers
- Protect the rights and privacy of all parents, staff, faculty, and students
- Allow contracted faculty priority usage of equipment as requested

- Avoid the staff lounge, as this is a contractually protected environment
- Avoid bringing non-school aged children to the school work environment
- Refrain from invoking student disciplinary actions

WEAPONS

Students found to be in possession of a weapon or simulated weapon as defined in District Policy are subject to School District and City laws. Prosecution could result in expulsion from school.

WITHDRAWING A CHILD FROM SCHOOL

Should it become necessary to withdraw your child from school, please contact Lori Horton, our school enrollment clerk, at 799-6600. On or before the student's last day of attendance, a parent or guardian will be required to come to school, with picture identification, to complete and sign the necessary withdrawal forms.

