

Student & Parent *Handbook*

2022- 2023



MISSION

It is our mission at Shirley A. Barber Elementary School to educate, inspire, and positively impact our students, colleagues, and community.

VISION

Empower students to value hard work, promote kindness, and have fun while learning

MOTTO

Work Hard, Be Kind, Have Fun!

Principal: *Jeff Granger*

Assistant Principals: *Leanna Mackelprang and Scott Rivera*

Office: 7:30 a.m. – 4:00 p.m.

School Telephone Numbers: Office: 702-799-5915
Fax: 702-799-5929

Location: 2002 Dave Street
Las Vegas, NV 89183

School Hours: _____ 9:00 a.m. – 3:11 p.m.

School Gate Hours: _____ 8:35 a.m. - 3:21 p.m.

School Website: www.shirleybarberelementary.com

School Website:

Be sure to access our school website on a regular basis to keep current on school events and information. Our page also contains many helpful links to CCSD departments and academic information.

Arrival to School and Dismissal:

The playground will be supervised beginning at 8:35 a.m. Students may not be on campus prior to this time. The line-up bell for students will ring at 8:50 a.m. At that time, students will line up in the designated area (classroom dot) with their classmates. A second bell rings at 9:00 a.m. All students should be in their classes at that time. Students arriving after 9:00 a.m. are considered tardy. **Students are not permitted to bring open food and drinks (such as Starbucks, Dutch Bros, etc.) onto campus in the morning.**

Students are to walk home, ride the school bus, or be picked up as soon as school dismisses. Supervision is provided only until 3:21 p.m. Arrangements for getting home must be made prior to your child arriving at school. Children not picked up on time will be taken to the Library. Parents must show ID and sign a Late Pick-Up form prior to getting their child. A behavior incident titled "Late Pick-up" will be entered into Infinite Campus. Repeated incidents of late pick-ups may result in disciplinary action, a fine and/or referral to the Truancy Diversion Program.

Bike Riding:

For students who ride bicycles and scooters to school, a locked parking area is provided. All students must put their bikes/scooters in this location before the start of the school day. **The school is not responsible for any lost or damaged bikes/scooters.** Bikes must be walked on school grounds. Skateboards, motorized scooters, rollerblades, and shoes with wheels built into the soles are not allowed on school campus.



Dogs:

Dogs are not allowed on school grounds, even if they are held or on a leash. The only exceptions are marked service animals. People will be kindly reminded of this rule. It is expected that all families follow this district guideline.

Parent Volunteers/Visitors:

Based on SB 287, the district is now required to have cleared fingerprints and background checks for all employees, representatives, and volunteers including parents, prior to allowing them to report to a school campus and every five (5) years thereafter, as long as they remain in their capacity as a regular volunteer with the district.

A CCSD volunteer is defined as any person, 18 years of age or older, who helps or assists a school or the school district, regardless of compensation or benefit, with activities, athletics, events, functions, programs, and/or tasks, including but not limited to, in a classroom, on school grounds, at a school sanctioned activity, at a school-sponsored event, or on a school trip. Examples of CCSD volunteers include: grandparents, chaperones, parents, mentors, etc. The law also requires volunteers who will or are likely to have unsupervised or regular contact with pupils to submit for fingerprinting and background checks, to the district, upon application for service and every five (5) years. This was not a district-initiated decision. These procedures have been established in order to comply with SB 287.

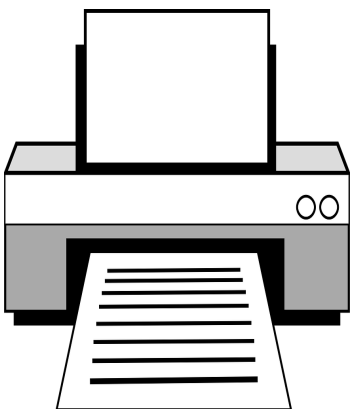
All representatives/volunteers, including parents, who will or are likely to have unsupervised contact, or be left alone with students will be required to complete the CCSD representative/volunteer process through Human Resources, which includes an application and background check. This requirement will also exist for all representatives/volunteers, including parents, who are likely to have or do have regular contact with students. The district will define regular as those volunteers who volunteer four (4) times per month.

SB 287 also requires the district to notify all representatives/volunteers that they are now mandatory reporters of abuse, neglect, sexual misconduct, corporal punishment, and/or luring of a minor by their primary caregiver as well as by another employee or representative/volunteer of any public or private school in the state.

We are also required to issue a document to each representative/volunteer to be signed acknowledging we advised them of this requirement and the district must maintain the signed form through the terms of his/her service to the school. Volunteers who do not want to take on the responsibility of being a mandatory reporter will not be allowed to volunteer more than 4 times per month.

Use of Equipment:

Instructional equipment such as copy machines, letter-press, and computers are available for use by volunteers after the completion of a training session with a teacher or experienced volunteer. Equipment is expensive and difficult to repair and replace. Please ask for help to operate unfamiliar equipment and report any problems to the office staff.



Staff Lounge:

While we appreciate our parents and volunteers, It is important to provide staff members an area where they can go to have privacy and be free to eat, rest, and work without the possibility of interruptions by parents and children. The Teacher's Lounge area is reserved for staff only.

Parent Work Areas:

The appropriate place for parents/volunteers to work is in teachers' classrooms and/or the workroom (room 1012). We request that parents/volunteers not bring nonschool age children with them while doing volunteer work in the classroom as younger siblings can be a distraction.

Cell Phone Use at School

1. Phones must be turned off and remain off during the instructional day in compliance with CCSD Policy 5136. Phones left on vibrate/silent modes are subject to seizure.
2. Cellular phones may only be used to check in with parents prior to the first bell, and after the final bell.
3. Cellular phones should be stored in a non-visible location (backpacks, purses).
4. **Phones confiscated in violation of these guidelines will only be returned to a parent/guardian during non-instructional hours.**
5. **Students taking pictures, watching or recording videos, or posting on social media while at school WILL face disciplinary action ranging from phone confiscation up to suspension. Administration reserves the right to administer disciplinary action for improper cell phone use as they see fit.**
5. Cellular 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 and Class Dojo communication systems have the capability of contacting parents/guardians in an emergency.

Additionally, parents are asked to silence their cellular phones while at the school. This ensures both compliance with the above guidelines and serves to set a positive example for students. Communication regarding your child's safety will in no way be hindered through these guidelines. Please be reminded that each school has intercoms and loudspeakers and all of our classrooms have hardwired telephones. Additionally, administrators and safety personnel are prepared with two-way radios and cell phones.

Important Information Regarding Messages to Students:

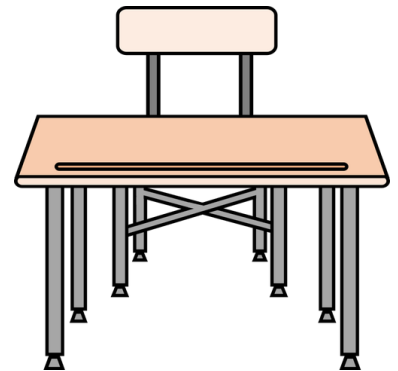
Per CCSD policy, we cannot relay messages to students that come over the phone. Because we cannot verify the caller, taking a message that changes pick-up plans, after school meeting places, etc. creates a safety issue for students. If you need to relay a message to your child during the instructional day, please utilize Class Dojo and contact the teacher directly.

Class Parties/Birthday Parties/Nutritional Policy:

Parents will work with the teacher to organize three major class parties each year: Halloween/Nevada Day, Winter Holiday, and Valentine's Day. The CCSD nutrition policy states that these celebrations, along with limited special events at the school, are the only times treats may be served to students. **Treats may not be brought to school for birthdays. Students may bring pencils, bookmarks, etc., in recognition of their birthday. Please respect these nutritional guidelines as we have many students with severe food allergies and not all parents want their child to consume treats on a regular basis.** Private birthday party invitations may not be distributed at school unless the entire class is invited.

Attendance and Absences:

The Board of School Trustees and the 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 to school. When a student is absent, upon return, **please send a signed note verifying the absence within three days of returning to school. You can also report an absence excuse on our website.** The office only needs to be called to report an extended absence or if you would like to request to pick-up homework at the end of the day.



Excused absences include: illness, medical appointments, death in the family, mandated court appearance, and approved religious holidays.

Unexcused absences include, but are not limited to: babysitting, personal business, vehicle breakdowns, missed bus, alarm clock not working, and truancy.

In an effort to increase our average daily attendance rate, Shirley A. Barber Elementary has partnered with the 8th Judicial District Court and their Truancy Diversion Program. **Students with more than 10 unexcused absences will be referred to this program where they will meet before a judge and family advocate (mandatory) to address the school's concern of chronic absenteeism and the importance of attending school.** Weekly court sessions will take place at the school.

Even though teachers will remind students of missing work, it is the student's responsibility to make up any missed work due to an absence. Students missing a total of twenty (20) school days or more shall be considered for retention in their current grade level.

Tardiness disrupts the educational process. A late arriving student causes the loss of instructional time for him/herself and other students as well as interrupting instruction. Barber Elementary School's tardy policy will be enforced. **Also, to protect classroom instruction and your child's learning time, we discourage students being picked up prior to the end of the allocated school day. Only in extenuating circumstances will students be released to parents/guardians between 2:50 p.m.- 3:11 p.m. Any parent attempting to pick up their child during this time will be asked to wait until the gates open at 3:10 p.m. Students who leave before the end of the day will receive an afternoon tardy. In calculating attendance awards, three tardies will equal one absence and ten tardies will result in a required parent conference.**

Bus Rules:

Students who ride the bus to and from school must follow the rules set forth by the bus driver and the Clark County School District. Bus transportation is a privilege. Written behavior notices will be issued to students who do not follow the rules of safety and conduct. With three written behavior notices, students may be suspended from riding the bus for a minimum of three days. Students should not arrive at the bus stop more than five minutes before the scheduled pick up time. Students who miss the bus after school are to report to the front office. For additional bussing/transportation information, you can access the website at: transportation.ccsd.net.

Crossing Guards:

Crossing guards are employed by the Clark County Public Works Department to ensure the safety of students while crossing streets to and from school. All students walking to and from school are expected to follow crosswalk guidelines as developed by the crossing guards for their own safety.

Emergency Data:

The school office must have current home and emergency telephone numbers and current addresses. It is essential that we have this information in case of an accident or illness. Changes to this information must be made in person as we need to verify who the person is making the changes. If we are unable to reach a parent/guardian, we will use the emergency contact information you have provided.

Enrollment and/or Withdrawal:

Students must officially enroll through the school office before they can attend class. A birth certificate and immunization records 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 needs to 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 at that time.

Grading:

Grading is utilized to measure student progress towards mastery. Students will be graded through Formative and Summative measures. Formative measures are worth 10% of the grade and are used to reteach and direct the learning environment. Summative assessments are worth 90% and are the cumulative grade.

The CCSD Elementary Division uses these grades for basic skill subjects:

A	90-100%	Exceeding Mastery of Grade Level Benchmark
B	80-89%	Above Mastery of Grade Level Benchmark
C	70-79%	Mastery of Grade Level Benchmark
D	60-69%	Below Mastery of Grade Level Benchmark
F	50-59%	Well Below Mastery of Grade Level Benchmark
W	Working on standards below grade level (IEP only)	

All students will have the opportunity to retake summative assessments regardless of their percentage score. Retakes can happen during school or after school in Genius Club. Genius Club will be provided from 3:21 p.m.- 4:21p.m., Monday- Thursday. No bus transportation will be provided.

Homework:

We at Barber Elementary School believe that the reinforcement of skills, development of self-discipline, and good study habits that daily homework brings are of great importance. During the school year, you can expect your child to have homework on a daily basis, Monday through Thursday. We ask that you help your child by making certain homework is completed and returned to school. Teachers will be communicating with you if your child does not fulfill their part of the commitment. The approximate number of minutes you can expect your child to be engaged in homework Monday through Thursday evenings is listed by grade level below. This will naturally vary with each child. If you have any questions or concerns, please feel free to contact your child's teacher.

Kindergarten – First Grade: 15-45 minutes

Second & Third Grade: 30-60 minutes

Fourth & Fifth Grade: 45-75 minutes

Non-Participation in School Activities:

Anytime a child is not able to participate in school activities, such as PE, recess etc., a note must be sent to school. If there is going to be extended non-participation (more than 2 days), a note from a doctor is required and it must be turned into the health office.

Parent Concerns:

Customer service is very important to us at Barber Elementary. We do understand that at times you may have a concern. If the concern relates to your child or a classroom issue, we ask first that you discuss this with their teacher. If the concern is more general or school safety related, you may fill out a parent concern form in the front office. If you need to schedule an appointment or speak to an administrator, please see the front office for assistance.

Please remember, we as adults are examples of how to conduct ourselves to our children and other young students. Profanity, threats, yelling, screaming, and other aggressive behaviors are NOT tolerated on campus or over the phone when speaking with school staff. We expect all employees to conduct themselves professionally in all interactions and expect the same from parents, older siblings, guardians, and all school visitors. School administration will warn offending individuals on the first offense, unless it is a high-level or overtly severe infraction. On the second offense, the school retains the right to trespass the offending individual from the school campus.

Personal Belongings/Toys:

Personal items brought to school for show-and-tell or other school-related reasons, should be kept inside the child's backpack until needed in the classroom. Parents are urged to print names on items such as lunch bags/boxes, coats, sweaters, and backpacks. Do not allow your child to bring balls, toys, or other items to school, which are not part of the educational program. Toys or playing cards brought to school will be confiscated and returned at the end of the school day.

Safekey:

Safekey, sponsored by the Clark County Recreation Department, is a supervised before-and-after-school program that provides a fun, safe environment for children. The program features crafts, games, homework time, special programs, and snacks for a nominal fee. **Advanced registration and payment is required for your child to attend. We are requesting every parent to register his or her child in case you should have an emergency and are unable to pick up your child on time.** You will know that your child will be waiting safely for you in Safekey until you arrive. Reminder: The school office is not a location for students to wait for parents after school. For more information on Safekey, please call 702-229-3290 or visit our website for a link.

Food Services:

Barber Elementary School qualifies for free lunch and breakfast for all students. Students are more than welcome to bring a lunch each day. **Please ensure that your child's packed lunch is nutritious and healthy.** Students who pack only snacks in their lunchbox will be encouraged to get a school lunch. If your child has allergies, please let the health office know. There will be peanut/nut free lunch tables in the lunchroom to ensure all students are safe.

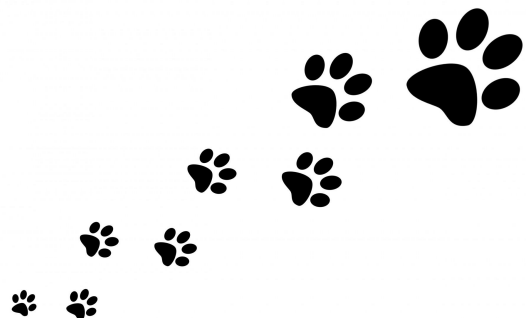
Health Services/Medication:

Students who become ill at school should report to the health office. If the illness or injury is of such a nature that the student should go home, the parent will be notified. Students are not permitted to leave the school without permission from the school office. Many children must be on medication around the clock. A student needing medication during school hours must have a completed Medication Release form on file, which can be obtained from the office personnel. The medication must have been prescribed by a licensed prescribing practitioner. **No medication, whether prescribed, or over the counter can be kept with a child in the classroom. ALL medication MUST be kept in the Health Office. No over-the-counter medication may be given without prescription.**

School Climate:

The development and maintenance of a positive school climate is a priority of the Barber school staff. A positive school climate focuses on self-concept and encourages 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 in a school that teaches and models those concepts. Students will learn the "Barber Best" which focuses on positive behaviors and good manners. Students will be recognized for their efforts in showing their "Barber Best."

1. Use good manners
2. Be an upstander
3. Use good sportsmanship
4. Show appreciation and gratitude
5. Show respect to self and others
6. Be dedicated to learning
7. Be kind to others
8. Be honest
9. Be a role model and leader
10. Care for the environment and our school



Student Recognition:

Monthly Expectation/ Character Assemblies (PreK- 5th)

Each month students will attend an assembly where various students and classes will be recognized for their hard work. Students will also be given a quick mini-lesson on a character trait (based on our 10 Barber Best).

Barber Student of the Month (PreK- 5th)

This award is designed to give teachers the opportunity to recognize students for their positive contributions, improvement, outstanding efforts and achievements. Each month students will be recognized for exemplifying our "Barber Best" focus for the month. They will receive a certificate and an invitation to our Mrs. Mack and Mr. Rivera's Ice Cream Dance Party!

Citizenship Honor Roll (K-5th)

Student behavior and effort are important elements for success in school. Students will be recognized for their outstanding behavior and citizenship each semester. At the end of each semester, each classroom teacher will produce a list of students who meet the following criteria:

- Have earned and received all Es (or all Es and one S) in all categories listed under "successful learner behaviors".
- Have not been sent to the office for disciplinary reasons.
- Have not received an "N" in any of the specialist categories.

Academic Honor Roll (1st-5th)

The purpose of this award is to recognize students for their outstanding academic achievement and to provide an incentive for students to do their best. At the end of each semester, classroom teachers will produce a list of students who have earned all "A's and "B"s with at least one A in Reading, Writing or Math.

Golden Trashcan Award (K-5th)

Administration and custodians will choose one grade level each month to receive the "traveling" Golden Trash Can award. This award is earned weekly by the class in the school with the cleanest floors and classroom each day.

Student Discipline:

Level 1: Teacher/ Grade Level Behavior Plan

- Nonverbal redirection of behavior ("The Look")
- **Warning/ conference with student.** Correcting misbehavior should be a discussion between the student and the teacher. Depending upon the severity, the teacher must decide how long conferences can continue until the next step is taken.
- **Loss of Privilege-** student's seat can be moved or they may be removed from an activity.
- **APOS** - Students can be sent with work to a buddy class for a time period.
- **Phone call home-** A phone call home will be made by the teacher and documented in Infinite Campus
- **Citation (Minor) or Infinite Campus Referral (Major)**

Level 2: Behavior Groups

- Students consistently not following school rules will be referred to behavior groups.
- These groups will focus on emotional, social, and learning behaviors.

Level 3: Restorative Plan of Action

- Parent Conference (RPC)
- Behavior team will meet to create and implement a BIP (behavior intervention plan)
- Opportunity Room (see below description) for an assigned number of days

Level 4: Suspension with Instruction (SWI)

- Students assigned to the Opportunity Room (see below description) for a given number of days according to the offense
- Administration reserves the right to suspend students out of school for severe infractions or continued repeated misconduct

The exceptions to the above progression are serious offenses that include physical aggression, threats, drugs, weapons, bullying, etc. They will begin at Level 3 or above, and may result in school police involvement.

Opportunity Room:

The Opportunity Room is a way for students to receive consequences for their actions while still receiving instruction during the school day. This room can also be used as an alternative to out-of-school suspension. Students placed in the Opportunity Room have committed repeated minor infractions that go beyond the general classroom management system, or more significant single or repeated offenses. Administration may assign students to attend partial, full, or multiple days in the Opportunity Room depending on the incident and investigation information. A licensed teacher is assigned to the room, and will provide the instruction and assignments students are missing in the classroom. Students will also receive behavioral support and instruction on strategies to better respond to situations and help them not repeat behaviors that will get them removed from their classroom.

Remember, this room is designed as a school consequence. Students assigned to the Opportunity Room will not eat in the cafeteria, or go to specials with their peers. They will eat in the Opportunity Room and be given an alternate activity for specials. Students in the Opportunity Room will conduct a daily Community Service to the school by helping keep our hallways and playground areas clean under the supervision of the teacher. If students behave inappropriately while assigned the Opportunity Room, they may be removed from school at the discretion of Administration.

Dress Code:

CCSD Regulation 5131, Dress and Appearance States: "The Clark County School District reserves the right to insist that the dress and grooming of students are within the limits of generally accepted community standards and that students shall be required to show proper attention to personal cleanliness. Student's dress, personal appearance and conduct are required to be of such character as not to disrupt or detract from the educational environment of the school. Any style which tends to diminish instructional effectiveness or discipline control by teachers is not acceptable. 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."



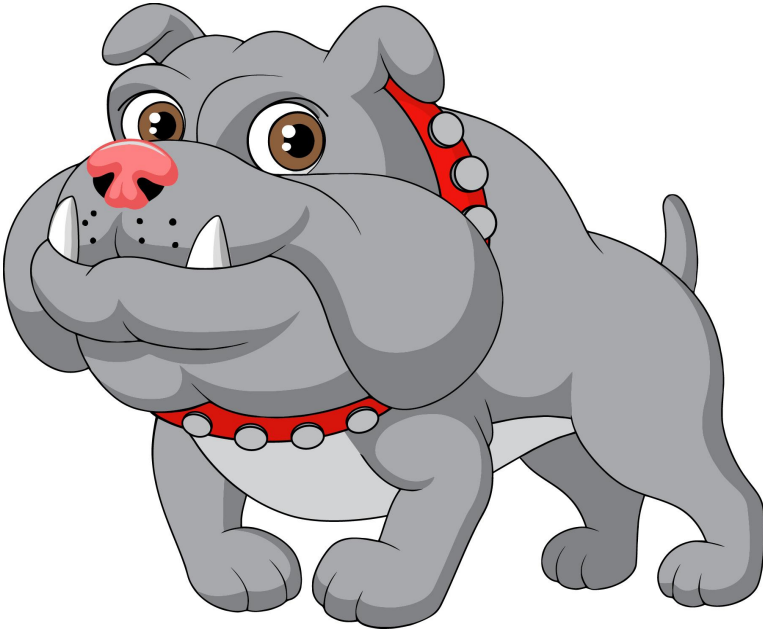
Students must adhere to the following guidelines regarding school dress:

1. Require the wearing of shoes with soles.
2. Prohibit wearing crop tops (no skin showing between bottom of shirt/blouse and top of pants or skirts), strapless, low-cut clothing with slits, or tops and outfits that provide minimum coverage.

3. Prohibit wearing clothing with spaghetti straps.
All sleeveless shirts must have straps at least three inches wide and cover the shoulder.
4. Require that all shorts, skirts and dresses must be at fingertip length. If shorts are worn, they must be hemmed and without fraying.
5. Prohibit the wearing of headgear on campus except for designated school approved uniforms or at authorized athletic practices or activities.
6. Prohibit slogans or advertising on clothing which by their controversial or obscene nature disrupt the educational setting. No spiked or studded clothing.
7. Prohibit wearing of outer wear such as coats, mittens, and scarves upon entering the classroom.
8. Hairstyles that present a distraction to the learning environment are not allowed.
9. 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.
10. Student dress, personal appearance, and conduct are required to be of such character as not to disrupt or detract from the educational environment of the school. Any style which tends to diminish instructional effectiveness or discipline control by teachers is not acceptable.

Students are to wear clothing appropriately and in alignment with the CCSD Regulation and the design and make of the clothing. The school is not responsible for any lost, stolen, or damaged items that should not be worn to school.

**I have read and been provided with important policy information
pertaining to Shirley A. Barber Elementary School operations.**



Print Name

Child's Name

Signature

Date