

Student/Parent Handbook 2017-2018



Henry & Evelyn Bozarth Elementary School

7431 Egan Crest Drive ☎ Las Vegas, NV 89166-1600
Main Number: (702) 799-6608 ☎ FAX: (702) 799-
6618

Mr. Bailey McGuire, Principal

STUDENT HOURS

Grades K - 5 (Regular session)8:00 a.m. – 2:11 p.m.
 Pre -Kindergarten A.M. (Regular session) ... 8:00 a.m. – 10:30 a.m.
 Pre-Kindergarten P.M. (Regular session)11:40 a.m. – 2:11 p.m.

School administration and office staff

Principal Bailey McGuire
 Assistant Principal Ilene Kohen
 Office Manager Cynthia Farrell
 Elementary School Clerk Amanda Munoz
 Office Specialist Tenicia Morris
 First Aid/Safety Assistant Carol Jimerson

Bozarth Mission Statement

Students, staff, and parents of Bozarth Elementary School will build a community which promotes high expectations for achievement, mutual respect, and leadership in a student-centered environment.

Bozarth Vision statement

The Bozarth Community will work together respecting the uniqueness of children in developing responsible learners and productive citizens.

General School information

In order to keep you informed, we have prepared the following school information for you. We hope you find this information helpful.

Accident or Illness

Every accident or injury occurring during school hours or during a school-sponsored event must be reported immediately to the teacher in charge and to the School Health Office. A student who is too ill to remain in class should report to the Health Office so that parents can be notified. School health personnel are not allowed to diagnose illness or injury. Please check with your family physician if you have a question about your child's health.

Attendance

The importance of regular attendance cannot be over emphasized. During the 1997 legislative session the laws about truancy were changed to reduce the high rate of habitual truants in schools. We expect students to be in school every day that they are physically able. If your child is absent for more than two days, parents should notify the office. A student may make up work for absences; however, this should be done after the absences, not before. The teacher needs to provide necessary instruction before assigning work. Please do not request work in advance of a vacation. When a student returns from an absence, please send a note explaining to his/her teacher the reason for their absence. If your child will have an extended absence due to a family emergency, please meet with an administrator prior to the absence.

Bicycles

Parents are encouraged to provide locks for children who ride bicycles to school. Bikes need to be locked in the gated bike rack area during the school day. The school is not responsible for any loss or damage to bikes. Please discuss bike safety with your child before allowing him/her to ride to and from school. The school strongly encourages students to wear bicycle helmets to and from school. **Skateboards, rollerblades and scooters are not allowed on school campus.**

Classroom Disruptions

It is the intent of the staff to use instructional time to its fullest advantage, and we ask your cooperation in this effort. Messages, delivery of items, etc. to students who are in class will be limited to emergency situations only. Please make every effort to plan student appointments for after school.

Classroom Observations

On occasion, parents request to observe their child in the classroom setting. We do allow classroom observations; however, to limit disruptions to the classroom setting, we have established the following guidelines:

- Classroom observations must be scheduled with your child's classroom teacher at least one day in advance.
- 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 to the front office and receive a visitor's badge. Once in the classroom, the teacher will show you where to be seated during the observation.
- If your presence or actions cause a distraction to the learning environment, the observation will be concluded. Any future observations will be scheduled at the discretion of the Principal.

After a classroom observation, any conversation with the teacher should be held when students are not present. We'd be happy to set up a conference time with you to provide the time and attention you deserve. Thank you for your cooperation.

Classroom Recognition

Within each classroom, students are recognized for demonstrating academic and social progress. Outstanding achievements as well as improved performance are recognized both individually and as a group. Recognition may include, among others, verbal encouragement, visits to the principal, assistant principal, or other office personnel, written commendations, classroom awards, special privileges, phone calls and positive notes.

Delivery of Messages to Students

To ensure the safety of your child, we cannot take and deliver messages to your child over the phone. You must be present at the front counter and be able to show proper identification for us to tell your child to go home in a manner different from what you directed in the morning. The only exception to this would be to go to Safekey since an adult with identification is required to pick a child up from Safekey. Thank you for your cooperation.

Discipline Procedures

1. Rules are in effect at all times and apply to all students.
2. Discipline procedures are observed by all.
3. **BREAKING SCHOOL RULES**
First Offense:
 The problem will be discussed by the teacher and student.
Second Offense:
 A joint plan of action will be developed by the teacher and student.
Third Offense:
 The parent will be contacted by the teacher and asked to help.
Repeated Offenses:
 The principal/assistant principal will counsel with the student regarding serious situations (see NOTE).
4. Lunch recess detention may be given by the administration to students who choose to disregard school rules and/or class rules. The parents will be given a notice in regard to their child serving a school detention. Students who habitually serve detention may also be counseled and/or given a required parent conference.
5. Students understand that good rules have a valid rationale.

NOTE: Some behaviors are considered so serious they will result in the student being sent home until a parent, teacher, and principal conference can be scheduled. These include: Fighting – Foul or obscene language directed at an adult – Leaving campus without permission – Stealing – Extortion.

Student Self-Responsibility Program

Students learn responsible behaviors through actions designed to teach, model, reinforce, and reward desired behaviors. Positive reinforcement is considered the best method for developing desired behaviors. Special school-wide incentives such as the Aviator Pledge positively reinforce those students who have model behavior. When students do not perform according to stated expectations, their actions result in the use of appropriate logical consequences. The goal of the Discipline Program is the development of student self-responsibility. While it is necessary to establish rules for certain situations such as the playground, simple rules are the best. The three Bozarth rules are:

- We use kind words
- We use kind actions
- We're kind enough to follow instructions

Dress and Appearance

Students' 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 that tends to diminish instructional effectiveness or discipline control by teachers is not acceptable. The CCSD Dress Code:

- A. Requires the wearing of shoes with soles.
- B. Prohibits wearing crop tops (no skin showing between bottom of shirt/blouse and top of pants or skirts), strapless, low-cut clothing, clothing with slits, or tops and outfits that provide minimum coverage.
- C. No spaghetti straps permitted; all sleeveless shirts must have straps at least three inches wide and cover the shoulder.
- D. Requires that all shorts, skirts and dresses must be fingertip length. If shorts are worn, they must be hemmed and without fraying.
- E. Prohibits the wearing of headgear on campus except for designated school approved uniforms or at authorized athletic events or activities.
- F. Prohibits slogans or advertising on clothing that by their controversial or obscene nature disrupt the educational setting. No spike or studded clothing.

The principal shall retain the authority to grant exceptions for special occasions and/or special conditions.

Drug Free Schools and Communities Act

If a student needs help with drug or alcohol problems, he/she should contact a teacher, school nurse, school counselor, or principal.

Emergency Data

The school must have a current address, home telephone number, work telephone number, and an emergency phone number on file. This information is essential in case of student illness or accidents. Please notify the school of any changes in this information. If, for any reason, the parent or emergency contact listed on the enrollment card cannot be reached, the principal and/or designee (nurse, office manager, assistant principal) will use his/her best judgment in deciding on medical attention.

Enrollment and Withdrawals

When a student enrolls, he/she will not attend class until the next school day. If you plan to withdraw your child, the office must have at least one day's notice in order to prepare records.

Homework

The purpose of homework is generally to provide practice and reinforcement for skills taught in school. Consideration is given to a child's outside activities, so homework is usually not assigned on weekends or holidays and is not given as punishment. If your child struggles with a homework assignment please let the teacher know. You can initial the unfinished homework and return it to school. Generally time spent on homework should not exceed:

Kindergarten	5 minutes	Grade 3	30 minutes
Grade 1	10 minutes	Grade 4	40 minutes
Grade 2	20 minutes	Grade 5	50 minutes

Lost and Found

When items are lost and found at school, they are placed in the multipurpose room. Please check the location periodically if your child has missing articles.

Lunch Program

The following are provided through the school lunch program:

Breakfast - \$1.25* Lunch - \$2.00* Milk - \$.25*

A breakfast and lunch menu will be sent home with students each month. Applications for reduced or free meals may be obtained online at www.myschoolapps.com. *Prices subject to change.

Students are encouraged to buy breakfasts and/or lunches in advance for a week or a month and will be credited with the number purchased. Purchases for breakfast and/or lunch should be made daily prior to the start of the school day. Credits can be used for breakfast or lunch. Checks are the preferred payment and should be made out to: **Bozarth Elementary School.** *Parents may also utilize www.schoolpaymentsolutions.com to pay with a credit card, check your child's balance, or see what your child is eating.

If your child has some special medical need regarding diet (allergies, etc.), please inform the Food Service staff in writing.

Medication



If a physician has prescribed medication for your child to be taken during the school day, a form must be obtained from the office and completed by the parent or guardian. This record gives permission for authorized school personnel to administer medication to your child and is kept on file in the school health office. Parents must bring the medication, in its original container with prescription label, to school along with the authorization form. Do not send the medication with your child. Non-prescription medication such as aspirin may not be dispensed by school personnel. Students should not bring over-the-counter medication to school.

Missing and Damaged School Books

It is very important that students learn to respect and care for school textbooks, trade books and library books. If a student loses or damages school books, it will be necessary for the books to be replaced.

Parent and Community Volunteers

We welcome, appreciate, and love our volunteers! If you are able to help during the school day, please contact your child's teacher so times and responsibilities can be established. However, if you are unable to come to school, but would like to help with classroom chores at home, please contact the teacher or office.

*A note to Parent and Community Volunteers: As adults, it is very important that we model the School-wide Procedures and Expectations and dress code expected of staff and students. Parent volunteers are asked to follow the same basic CCSD dress code guidelines listed above. Thank you for your cooperation.

Parent Conferences

Communication between the parent and teacher is critical. We encourage parents to communicate with their child's teacher at any time. Regular parent-teacher conferences will be held as necessary. If a student is doing unsatisfactory work, the teacher will send home an unsatisfactory notice by the end of the sixth week of each grading period.

Parent Teacher Association (PTA)

All parents are invited to join and participate in the Bozarth PTA. We encourage you to offer your support. You will receive notice of meeting dates and times.



Parent Communications

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. A concern not related to your child should be brought to the attention of a building administrator.

Personal Possessions

Please label, in ink, students' coats, lunch boxes, and personal possessions. This is the only way we have of returning lost items.

Picking Up and Dropping Off Students

Students can arrive at school at 7:45 a.m. (15 minutes prior to the start of the school day). Supervision will not be available prior to this time. To ensure your child's safety, please adhere to this time and pick up your child promptly at dismissal.

Students will be dismissed at 2:11 p.m. Students walking home and being picked up will walk with their teachers to the front of the school.

- Students who are not picked up after school will be brought to the office to call a parent/guardian. If a parent/guardian cannot be reached by 2:30 p.m., an attendance officer may be called to transport the student to the Andre Agassi Boys and Girls Club at 800 N. Martin Luther King.

Principal Appointments

We appreciate whenever parents are able to stop by and say hello. We also like to remain available for important matters that come up. As with any professional office, appointments scheduled in advance are very much appreciated and given first priority.

Progress Reports

All students will receive progress reports from the regular classroom teachers. These reports will be sent home on a regular basis and are to be signed and returned the following school day.

Report Cards

CCSD now operates on a semester calendar. Report cards will be sent home at the end of the first semester and again at the end of the school year.

Safekey Programs

The county-operated Safekey Program is an extension of the school day for those children who need supervision before or after school. The Safekey main office number is 229-3399

School Expectations and Procedures

School procedures and expectations maintain an environment in which instruction and learning can occur. On the last page of this handbook is a listing which will be reviewed with all children during the first week of school. Please take a few minutes to discuss these with your children.

School Wide Recognition

Students who exemplify the Aviator Pledge will be presented with an Aviator sticker and be permitted to call home to share their recognition. Students who have perfect or near perfect attendance for a grading period will be recognized at the end of the reporting period.

Service Medals

Bozarth students have the opportunity to earn recognition medals for fulfilling service requirements by participating in school clubs.

School clubs may include:

Student Government	Honor Choir	Cheerleading
Basketball	Book Club	Robotics

Medals will be presented at a school awards ceremony.

Student Early Dismissal

Extreme care is exercised at all times in the release of children to adults. If it is necessary to remove your child from school prior to dismissal time, please send a note to your child's teacher stating the time he/she is to be dismissed. At that time, you will be required to sign the office release log and will be asked to show a photo ID prior to your child's release. A child will not be released to a person who is not listed on the enrollment cards. ***There will be no early dismissal after 2:00 p.m.***

Student Nutrition

Student nutrition guidelines must follow the CCSD Student Wellness Regulation 5157 and CCSD Food Service Regulation 96.02.00. Candy, popsicles and soda are not permitted. Furthermore, all food that is unapproved or from an unknown source is considered a health hazard. All food served to students must be store bought. Under no circumstances will home-made items be permitted for student consumption in recognition of a student's birthday. Parents/guardians may join their child for lunch, however, food may only be provided to their individual student. All birthday items will be eaten during lunch time in the multipurpose room. Balloons are not permitted. One birthday invitation is required for all classmates if distributed on school campus however invitations will not be handed out during class time.

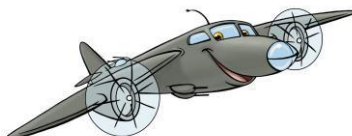
Student Use of Phone

The school phone is for business purposes. Students will only be allowed to use the phone in emergencies.



Tardies

If your child is tardy, he/she is to report to the office where he/she will be given a tardy slip. He/she is then to go directly to his/her classroom. Parents, the first ten minutes of school set the tone for the day, so please see that your child arrives on time. Tardies are disruptive to the classroom and also have an adverse effect on students' educational progress. Students are expected to be at school on time. Unexcused tardiness will result in disciplinary action and/or notification being sent to the parents.





Flight Plan: Procedures and Expectations

7431 Egan Crest Dr.
Las Vegas, NV 89166
Tel 702.799.6608
Fax 702.799.6618

General School-wide Expectations

1. Respectfully follow adult's directions.
2. Use appropriate voice levels and language.
3. Respect school property and others.
4. Keep hands, feet, and objects to yourself.

Before School Procedures

Be on time- gates will be opened at 7:45 a.m.

1. Breakfast and Safekey students will enter through multipurpose room.
2. Walk bikes on school property. No skateboards allowed on campus.
3. Remain outside until the bell rings unless you have an Early Arrival Boarding Pass.
4. Bell 1 "Freeze". Bell 2 "Walk".
5. Enter building in single file line with voice level 0.
6. Students in front of school at freeze bell should walk to the playground to line up.
7. Be respectful of morning music and routine.

After School

1. Stay with your teacher while walking to your dismissal area.
2. Wait patiently for release. Inform your teacher (High 5, etc.) before you leave.
3. Students not picked up by 2:29 p.m. will be escorted to the office to ensure each child's safety.
4. Walk bikes off school property.
5. Playground closed after school. Leave playground promptly.
6. Use crosswalk.
7. Listen for your name at Kiss and Go Lane.

Bathroom Procedures

1. Go! Flush! Wash! Leave!
2. One push of soap, one pull of paper towels!
3. Throw away trash and return to class promptly.
4. Voice level 0
5. Follow CHAMPS expectations.

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4. Remain outside until the bell rings unless you have an Early Arrival Boarding Pass.
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8. Be respectful of morning music and routine.

Greatroom Expectations

1. Use voice level 0 when walking through greatroom.
2. Stay on task.
3. Hang headphones over monitor when finished.
4. Push chairs in when not using.
5. Shut down computers properly at the end of each day.
6. Do not use computers with "Do Not Use" signs posted.
7. Inform teacher of technical problems.
8. Use paper towels and soap appropriately.
9. Place trash in trash cans.

Hallway Expectations

1. Keep hands to yourself.
2. Use voice level 0 at all times.
3. Stay to the right and walk in line with eyes forward when with your teacher.
4. You must have a pass when not with your teacher.

Assemblies

1. Enter and sit quietly using voice level 0.
2. Sit flat with legs crossed and hands in your lap.
3. Look and listen to the speaker.
4. Use appropriate clapping and performance etiquette.
5. Wait patiently and quietly to be dismissed using voice level 0.

Lunchroom

1. Enter/Exit quietly while walking using voice level 1.
2. Sit appropriately with feet under the table.
3. Raise your hand if you need anything.
4. Respond immediately to "Give me 5" signal.
5. Wait patiently for dismissal.
6. Clean your table and floor when dismissed.
7. Pay for lunch before school.
8. Follow CHAMPS expectations.

Playground Expectations

1. Follow playground and PE rules.
2. Use and return equipment appropriately.
3. Play in a safe manner.
4. Walk on blacktop.
5. Running permitted on the grass only.
6. Tag and chase games may be played on the grass only.
7. Use your grade level play structure only.
8. Bell 1 "Freeze". Bell 2 "Walk".
9. Playground closed after school.

Field Trips

1. Be on time.
2. Enter and exit the bus in a single file line using voice level 0.
3. Remain seated on the bus facing forward with your back against the seat.
4. Follow the bus driver's directions.
5. Stay with your assigned group.
6. Be a positive representative of our school.
7. While on the bus remain at voice level 2 at all times.