



STUDENT/PARENT HANDBOOK

2019-2020

The
Leader in Me™
great happens here

Howard E. Heckethorn Elementary School

5150 Whispering Sands Dr. Las Vegas, NV 89131

Main Number: (702) 799-6690 FAX: (702) 799-6674

Website: heckethornes.com

Mr. Mike Houle, Principal

Mrs. Traci McLaughlin, Assistant Principal

LOVE - LEAD - LEARN

School Hours

Office Hours 7:30 a.m.– 4:00 p.m.

Grades K - 5 (Regular session) 9:15 a.m.–3:26 p.m.

Pre -Kindergarten A.M. (Regular session) 9:15 a.m.–11:45 a.m.

Pre-Kindergarten P.M. (Regular session) 12:55 p.m.–3:26 p.m.

The supervised playgrounds will open at 8:50 AM. **The school bell will ring at 9:02 AM as students transition to the morning ceremony on both playgrounds.** Pre-K drop off is at 9:00 AM.

School Administration and Office Staff

Principal: Mike Houle

Assistant Principal: Traci McLaughlin

Office Manager: Diane Leavitt

School Clerk: April Abeyta

Office Aide: Holly Gonzales

First Aid/Safety Assistant: Celeste Martinez

School Nurse: Kathy D'Amora

Heckethorn Mission Statement

Our community believes in **loving** the greatness in ourselves and others, **leading** by example, and **learning** for a lifetime.

Heckethorn Motto

“Blazing A Trail Towards Excellence”

General school information

To keep you informed, we have prepared the following school information for you. We hope you find this information helpful. If you cannot find the needed information, please call the school office at 702-799-6690.

Student Self-Responsibility Expectations

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 PBIS 4 Bees and Leader in Me 7 Habits positively reinforce those students who have model behaviors. When students do not perform according to stated expectations, their actions result in the use of appropriate and logical redirection and/or consequences. The goal of our philosophy is the development of student leadership, student self-responsibility and a productive and respectful environment for all in our learning community. While it is necessary to establish rules for certain situations such as the playground, simple rules are the best.

The “4 Bees” of Heckethorn rules are:

- **Be Kind** -We use kind words and actions
- **Be Respectful** -We use appropriate and thoughtful manners
- **Be Safe** -We follow school rules to keep ourselves and others safe
- **Be Responsible** –We realize we are at school to learn and grow every day and we follow instructions given

The “Leader in Me” Philosophy:

The Leader in Me is a **whole school transformation process**. It teaches 21st century leadership and life skills to students and creates a culture of student empowerment based on the idea that every child can be a leader. The process is founded on the principles of The 7 Habits of Highly Effective People and is a key component of the overall Leader in Me process. The 7 Habits is a synthesis of universal, timeless principles of personal and interpersonal effectiveness, such as responsibility, vision, integrity, teamwork, collaboration and renewal, which are secular in nature and common to all people and cultures. Leader in Me is also aligned to national and state academic standards. The process teaches students the skills needed for academic success in any setting. These skills include critical thinking, goal setting, listening and speaking, self-directed learning, presentation-making and the ability to work in groups.

The 7 Habits are:

Habit 1: Be Proactive

Habit 2: Begin With The End In Mind

Habit 3: Put First Things First

Habit 4: Think Win-Win

Habit 5: Seek First To Understand, Then To Be Understood

Habit 6: Synergize

Habit 7: Sharpen the Saw

Cell Phone Policy

The school phone is for business purposes only. Students may have cell phones in their possession, however, Heckethorn Elementary policy states cell phones must be powered off and placed safely in backpacks during the entire school day from 8:50 am to 3:26 pm. Violations of cell phone use by harming or harassing others through texting, photos, or video will be dealt with through discipline procedures established by CCSD's Acceptable Use Policy and Heckethorn Elementary. Any true emergency contact with parents will be done through CCSD policy communication protocols by the front office staff or teacher. **During school hours or during an emergency procedure, students may not use their cell phone, or any electronic device, to call parents for school pick-up for any reason. The school has a clear procedure to contact parents for release/dismissal protocols and they must be followed for accurate accounting and protection of every child. (see the full cell phone policy on our school website)**

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.

Appointments with Administration

We appreciate whenever parents can stop by and say hello as they support the improvement of student achievement. We also like to remain available for important matters that come up. As with any professional office, appointments should be scheduled in advance. These are very much appreciated and will be given priority, excluding important student concerns and emergencies.

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 will provide necessary instruction before assigning work. Please do not request work in advance of a vacation. When a student returns from an absence, it is required that you send a written note to the front office explaining the reason for their absence. If your child will have an extended absence due to a family emergency, please meet with a teacher/ administrator prior to the absence.

Bicycles

Parents are strongly 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, scooters, and shoe wheelies are not allowed on school campus.**

Birthday Celebrations

Birthday celebrations ARE NOT permitted in the classroom setting. Although, we too, want to celebrate the growth and another milestone in your child's life, we are changing the birthday celebration policy at Heckethorn Elementary. **ANY BIRTHDAY TREATS, CELEBRATORY FOOD, OR ITEMS CANNOT BE BROUGHT TO SCHOOL AND SHARED DURING SCHOOL HOURS. THIS IS IN ALIGNMENT WITH THE STATE AND DISTRICT NUTRITION AND WELLNESS POLICIES.** Student birthdays are allowed to be acknowledged by the classroom teacher and classmates with a song and/or congratulations.

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 absolute 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 and approved by the site administration at least one day in advance.
- Classroom observations will be limited to thirty minutes in length and a parent will be accompanied by an administrator.
- The parent cannot disrupt the educational setting, i.e. talk to or distract the child or classroom teacher during instruction.
- If a visitor's presence or actions cause a distraction to the learning environment, the observation will be concluded.
- 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.
- After a classroom observation, any conversation with the teacher should be held when students are not present. We would be happy to set up a conference time with you to provide the time and attention you deserve.

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, Heckethorn "Bee" Tickets, visits to the principal, assistant principal, or other office personnel, reward luncheons or event participation, written commendations, classroom awards, special privileges, EOY awards/scholarships, phone calls and positive notes.

Delivery of Messages/Items to Students

To ensure the safety of your child, we cannot take and deliver messages to your child over the phone or electronic communication (Dojo/email/text). 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.

Schoolwide Discipline Procedures

1. Rules are in effect at **all times** and will 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/counselor 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 Dojo notice regarding 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 through an RPC (Required Parent Conference). These include: Bullying, Repeated/Habitual and/or severe classroom disruptions - Fighting/Battery - Foul or obscene language - insubordination directed at an adult – Leaving campus without permission – Destruction of Property - Stealing – Extortion - Arson - Weapon, Drug, or Alcohol Possession. See the CCSD Code of Conduct posted on the District website CCSD.net

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 coloring of hair that resembles any color other than natural hair colors.
- F. Prohibits the spiking of hair that exceeds two inches in length.
- G. Prohibits the wearing of headgear on campus except for designated school approved uniforms or at authorized athletic events or activities.
- H. Prohibits slogans or advertising on clothing that by their controversial or obscene nature disrupt the educational setting. No spiked 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 an administrator for immediate help.

Early Dismissal

Extreme care is always exercised 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 authorized enrollment records in Infinite Campus. There will also be no early dismissal allowed after 3:00 p.m.**

Enrollment and Withdrawals

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

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.

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 - 10 minutes	Grade 3 – 30 - 40 minutes
Grade 1 – 10 - 20 minutes	Grade 4 – 40 -50 minutes
Grade 2 – 20 – 30 minutes	Grade 5 – 50 - 60 minutes

Leadership/Involvement Opportunities

Heckethorn students will have the opportunity to develop Leadership Opportunities by participating in the following school clubs and/or services: Student "Leader in Me" Government - Lighthouse Team, Honor Choir, Cheerleading, Boys and Girls Basketball Teams, Yearbook Club, School Ambassadors, 5th Grade Scholarship, Talent Show, Academic and Leadership Recognition will be presented at the end of year school awards ceremony and throughout special Leadership Days.

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 Procedures

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 rather than receiving tickets. This system eliminates the problems of lost, forgotten, or stolen lunch tickets. 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: **Heckethorn Elementary School**. ***Parents may also utilize online pay with a credit card @**

www.schoolpaymentsolutions.com – You may also check your child's balance, or view the lunch menu.

Any student who needs to charge a lunch will be allowed one (1) charge only. If a student has one charge and no lunch money, he/she will be given a cold tray and milk for lunch.

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

Lunchroom Policies: Students are expected to follow the same behavior rules in the lunchroom as they would in any other part of the building. In the lunchroom, students are expected to:

- *Raise their hand to request permission to get out of their seat**
- *Use appropriate table manners**
- *Talk quietly -Voice Level 1 (inside voice-like a restaurant)**
- *Clean their own eating area**
- *Remain seated while waiting to be dismissed by the teacher/aide**

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 **are not allowed** to 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.

Missing Assignment Policy

Classroom assignments are a critical component for teachers to review and assess a student's understanding of taught curriculum. All assignments are required to be completed and submitted by a deadline set by each teacher. When an assignment is not submitted by the set due date, it is noted in the grade book as "missing" and a time frame of one week is allowed to complete the assignment. If it is not submitted after the one week extension, it is graded as an "F". (Refer to the "Attendance" policy regarding missing assignments during an absence) If a student accumulates (6) missing assignments within a 12 week period, an automatic Parent Conference will be held with the student, parent, teacher, and administrator.

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.

Parent and Community Volunteers

We welcome parent volunteers and appreciate all of the support we receive from our community. There are guidelines to be able to volunteer in a CCSD school, however. All volunteers must be logged into an appointment calendar with the teacher they are supporting. This is the teacher's responsibility and helpers will not be allowed access to the room unless they are on the volunteer schedule. As well, parents are not allowed to bring children along with them while they volunteer at the school. As adults, it is very

important that we model the positive school-wide procedures and behavior expectations that are outlined through the 4 Bees: Be Kind, Be Respectful, Be Safe, and Be Responsible. Parents must be reminded that at no time are they allowed to discipline students, but instead report any misbehavior to staff immediately. Volunteers are also expected to follow appropriate dress code expectations required of staff and students through CCSD dress code guidelines. Parents must be reminded that at no time are they allowed to discipline students, but instead report any misbehavior to staff immediately. There is also a 2 hour time limit per volunteer session. Please be aware of the new Senate Bill SB 287, which references Community Volunteers at school. Per State Legislature, 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) or more times per month. * Each volunteer escorting classrooms on Field Trips are mandated to have an approved CCSD Badge. We welcome, appreciate, and love our volunteers! If you're able to help during the school day, please contact your child's teacher so times and responsibilities can be established. All volunteers will go through a training process before school/classroom access 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. 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. Parents may also request a conference, if needed. Progress updates will be available in your student's Infinite Campus Portal. See the front office for more information on how to have consistent access to your student's grades. If a student is doing unsatisfactory work, the teacher will be in contact with the parents/guardians, send classroom reports/letters, and as well will send home an unsatisfactory notice by the end of the semester of each grading period.

Personal Possessions

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

Dropping Off and Picking Up Students

Students are allowed to arrive on campus at 8:50 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 3:26 p.m.** Students walking home and being picked up will walk with their teachers to the front dismissal zones of the school. Students who are not picked up after school will be brought to the office. Attempts will be made to contact Parent/guardian and Emergency Contacts. If student(s) are not picked up by parent/guardian by 3:40 p.m., a

Tuancy Officer will be called to transport your child to Child Haven (Child Protective Services).

***(All parents are highly encouraged to contact SafeKey for proactive planning in the event of unexpected emergencies... 702-229-5437)**

PTO

All parents are invited to join and participate in the Heckethorn PTO. We encourage you to offer your support and get involved. There are a number of ways to support the school, whether helping in the classroom, donating goods or services, participating in our fundraisers, or working from home to help with school needs. We welcome any and all supportive parents! All parents will be notified in advance of meeting dates and times. Join in to help support the school's mission of Leadership greatness. No PTO fees are collected to join.

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 702-229-3399. Parents must sign up and pay prior to the first use of the child supervision service.

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 schoolwide expectations 4 Bees/Leader in Me 7 Habits will be presented with Bee Tickets that allow them to be a part of daily and/or monthly recognition and reward choices. Students and classrooms who have perfect or near perfect attendance for a grading period will also be recognized at the end of the reporting period. Students will be consistently recognized in the classroom for their academic growth through their Leadership Binder Conferences and achievement celebrations for goals met! All students will celebrate AR achievements and Classroom WIG (Wildly Important Goals) goals met. Semester Recognition Ceremonies/Leadership Days, Grade Level Challenge celebrations, and End of Year Academic Achievement Award Ceremonies are held to honor the "Greatness in Every Child."

Student Nutrition

Student nutrition guidelines must follow the CCSD Student Wellness Regulation 5157 and CCSD Food Service Regulation 96.02.00. See the school website for approved snack items. Candy, popsicles and soda are not permitted. Furthermore, all food that is unapproved or from an unknown source is considered a health hazard. Parents/guardians may join their child for lunch,

however, food may only be provided to their individual student and not shared with others. Special School Incentives and Special Event foods may be approved by the school administration.

Tardies

If your child is tardy, he/she is to report to the office where he/she will be given a tardy slip. Parents are required to sign students into the office when dropping off tardy students. **YOU MAY NOT ALLOW A TARDY STUDENT TO WALK IN ALONE OR DROP THEM OFF AT THE SCHOOL CAMPUS, IF THEY ARE TARDY.** Parents, the first ten minutes of school sets the tone for the day, so please see that your child arrives on time. Tardies are disruptive to the classroom and have an adverse effect on students' educational progress. Students are expected to be at school on time. Our schoolwide morning ceremony begins at 9:05 a.m. and all students are part of that daily. Our instructional day begins at 9:15 a.m. Unexcused tardiness will result in disciplinary action and/or notification/RPC notices being sent to the parents. Tuancy Officers may also be notified to complete a home visit for excessive tardiness or absence issues.

Toys Not Allowed at School

Students are not allowed to bring toys to school for any reason. Parents, please make certain that your child is not bringing toys or items of value to school in their backpack. Fidget spinners are only allowed if teachers purposefully distribute them for behavioral supports. Athletic equipment, balls, and other activity toys from home are not allowed at morning or lunch recess. The school will be responsible to purchase and distribute equipment for play at recess. If toys, or play equipment from home are brought to school and/or are disruptive to the school setting, they will be confiscated and only returned to the parent.