

BORDEWICH BRAY ELEMENTARY SCHOOL STUDENT HANDBOOK

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School Hours

School hours are from 8:25 a.m. until 3:15 p.m. Children should not arrive earlier than 8:10 a.m. or remain on campus later than 3:25 p.m. Supervision will not be provided for students before or after these times unless they are attending Latchkey, Dolphin Club or a school sponsored activity. These procedures are designed for the safety and well being of your children.

Picking up Students

Regular attendance in school leads to increased student achievement and students benefit from the educational opportunities provided by our excellent staff. Therefore, we ask parents to be very careful not to take students out of school before the end of the school day. We realize that scheduling doctor appointments is difficult and out of your control at times, but we ask that there be no nonessential early pick up of students.

When students are picked up early, they must be signed out at the Main Office. Students can only be released to persons who are listed on the student PowerSchool Account. Please make sure all information is current and correct.

Visiting the School

We encourage parents to visit the school/classroom often. Please check in at the Main Office and obtain a visitor's pass. We ask that you sign in and out for every visit, even short ones, and wear the visitor pass during the time you are with us. This applies to all non-staff persons entering our school and is required to maintain security for all students and staff. Parents waiting to drop off or pick up students after school are asked to stay in the main lobby.

Students visiting from other areas or younger relatives may not attend school with Bordewich-Bray students. Students from other CCSD schools are an exception when participating in specially authorized programs/activities authorized by the principal.

All adults volunteering to work in classrooms or attend field trips must be fingerprinted. Contact the District Office for fingerprinting.

Supplies, Textbooks and Library Books

The school district provides most of the supplies and textbooks necessary for the educational program. All basic textbooks are loaned to students for their use during the year. Children must understand that schoolbooks are very expensive to replace and, therefore, must be handled carefully. The same applies to library books. Students will be required to pay for lost or damaged books. Please encourage your child to respect books. For grades 3rd-5th, 1:1 Mobile laptops will be viewed as textbooks, additional rules will apply upon receipt of the laptop.

Lunch room

Students are expected to use good manners and quiet voices at lunch time in the cafeteria. Food should not be shared due to food allergies and transmitting germs. Snacks from the snack bar and all food must be consumed in the cafeteria. No food is permitted on the playground.

Homework Policy

Homework at Bordewich-Bray will be regularly assigned and used to extend, expand or reinforce skills presented in school. Along with any other class assignments students are required to do **20 minutes of nightly reading** as part of the Success For All program. Students who do not read at night will be required to attend Homework Hall to make up time during morning recess.

Homework should accomplish the following:

- enhance student responsibility
- provide students with added opportunities to practice designated skills
- provide parents with an idea of what is taking place in the classroom
- enhance retention of concepts and skills taught
- be logically connected to what students are learning in class.

Attendance Policy

As a school, in order to give students every opportunity to be successful, we stress attendance. If your child is ill, home is the best place; otherwise, your child needs to be at school every day.

When your child is going to be absent please call the attendance voice mail at 283-2480.

In addition, a written excuse should accompany students upon their return to school following an absence. This note should be turned into the Main Office, where upon your child will receive an admit slip to class. Failure to submit a written excuse within three days of your child returning to school will result in those absences being labeled as unexcused.

Valid excuses for absence are illness, medical appointments, funerals, observance of a religious holiday or ceremony, and other causes as cleared through the school administration. **Invalid reasons** for absence include shopping trips, babysitting, absence of a sibling, truancy, oversleeping, and missing the bus. District regulations state that a student may be retained in a grade if there have been more than 18 absences during a school year.

Per Nevada Revised Statute 392.130, a pupil shall be deemed a truant who is absent from school without the written approval of his/her teacher or the principal of the school unless the pupil is physically or mentally unable to attend school. Any student who is declared truant three or more times within one school year must be declared a habitual truant. Carson City School District policy dictates that habitual truants be referred to Child Protective Service or the Sheriff's Department for possible citation and legal intervention by the courts.

Dress Code

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 that tends to diminish instructional effectiveness or discipline control by the teachers is not acceptable. Bordewich Bray maintains a Standard Student Attire (SSA) Please refer to your personal copy (handed out in the beginning of each school year) or you can find a copy online at www.carsoncityschools.com. Students should adhere to the following guidelines:

- wear shoes with soles
- no flip flops or high heeled shoes
- no attire (colors/numbering/lettering) that is gang related
- no crop tops, strapless, low-cut clothing, or other outfits that provide minimum coverage
- no spaghetti straps or tank tops; all sleeveless shirts must have straps at least 3 inches wide and cover the shoulder
- no headgear except for designated activities
- all attire must reach within 5 inches from the top of the knee cap, shorts must be hemmed, with no fraying
- no slogans or advertising on clothing; no spiked or studded clothing.
- no body piercing except earrings
- no shoes with wheels attached -wheels will be confiscated until picked up by parents

Discipline

As of April 2006, Bordewich Bray staff has adopted a set of Core Beliefs. Adherence to these Core Beliefs will be school wide.

BORDEWICH BRAY CORE BELIEFS

- Respect is the basis of the relationship between the staff and students.
- Preserving/enhancing a student's self-respect and dignity is crucial.
- Students are responsible for solving their own problems with adult guidance.
- Misbehavior is handled with natural or logical consequences instead of punishment whenever possible.
- Misbehavior is viewed as an opportunity for individual problem solving and preparation for the real world.

The following are considered serious problems and will be dealt with by staff and may result in a home suspension and a required parent conference: fighting, assault, harassment, theft, possession of a weapon, tobacco, drugs, or alcohol, vandalism and habitual discipline offenses. Toys that resemble guns or other weapons are forbidden on campus. These items will be confiscated and law enforcement authorities will be notified.

Harassment and Intimidation Legislation

Per Assembly Bill 459, passed by the 2001 Nevada Legislature, chapter 388 of NRS has been amended as follows:

Sec. 3. "Harassment" means a willful act or course of conduct that is not otherwise authorized by law and is:

1. Highly offensive to a reasonable person; and
2. Intended to cause and actually causes another person to suffer serious emotional distress.

Sec. 4. "Intimidation" means a willful act or course of conduct that is not otherwise authorized by law and:

1. Is highly offensive to a reasonable person; and
2. Poses a threat of immediate harm or actually inflicts harm To another person or to the property of another person.

Sec. 5. The legislature declares that:

1. A learning environment that is safe and respectful is essential for the pupils enrolled in the public schools in this state to achieve academic success and meet this state's high academic requirements;
2. Any form of harassment or intimidation in public schools seriously interferes with the ability of teachers to teach in the classroom and the ability of pupils to learn;
3. The intended goal of the legislature is to ensure that: The public schools in this state provide a safe and respectful learning environment in which persons of differing beliefs, characteristics and backgrounds can realize their full academic and personal potential.

Bicycles, Skateboards, Rollerblades

Bikes must be parked in the bicycle racks provided. Skateboards must be stored in a predetermined location with each classroom teacher. Bikes and skateboards are not to be ridden on school grounds. The school cannot guarantee that bicycles/skateboards will not be vandalized/stolen. Students who wish to ride bicycles/skateboards to school do so at their own risk. Rollerblades and other skates are not permitted on campus.

Electronic Devices

Cell phones must be turned off and kept in student backpacks during school hours. Electronic music and gaming devices and IPODs are not allowed at school. Any disruptive, inappropriate, or illegal use of any electronic signaling devices will result in disciplinary consequences. The school will not investigate lost or stolen cell phones or electronic devices.

Off Campus Activities

The Carson City School District assumes no responsibility for off-campus activities that are not sponsored by Bordewich-Bray ES and for which no supervision is provided. This includes off-campus assignments given by teachers.

I have read these school policies and procedures and discussed them with my student.

Parent Signature

Student Signature