

# Student/Parent Handbook 2019-2020



## Shirley & Bill Wallin Elementary School

2333 Canyon Retreat Drive  
Henderson, NV 89044  
Telephone: (702) 799-5776 Fax: (702) 799-5752  
Website: [WallinElementary.com](http://WallinElementary.com)

Mrs. Anna Hurst  
Principal

**Mission Statement:** The staff, students, parents and community partners of Wallin Elementary School are committed to an **EMPOWERED** education. It is our mission to provide a caring, positive and safe learning environment where each child is challenged to achieve commensurate with his/her ability and is provided enriching experiences that foster personal integrity, respect and responsibility for the 21<sup>st</sup> century.

# Administrative Office

2333 Canyon Retreat Drive  
Henderson, NV 89044  
Phone – 702-799-5776  
Fax – 702-799-5752

## Principal - Anna Hurst

Email: [hurstam@nv.ccsd.net](mailto:hurstam@nv.ccsd.net)

## Assistant Principal - Rowena Uy

Email: [uyra@nv.ccsd.net](mailto:uyra@nv.ccsd.net)

## Office Manager - Guadalupe Petras

Email: [petraq@nv.ccsd.net](mailto:petraq@nv.ccsd.net)

## Clerk - Renee Keathley

Email: [rlkeathley@nv.ccsd.net](mailto:rlkeathley@nv.ccsd.net)

## Counselor - Cheryl Plott

Email: [zaunce@nv.ccsd.net](mailto:zaunce@nv.ccsd.net)

## Website

[WallinElementary.com](http://WallinElementary.com)

## Health Office

702-799-5776 ext 4022

School Nurse – Anne Schwartz FASA – Anna Guajardo

## Food Service

702-799-5776 ext 4012

Kitchen Manager – Maria Acevedo

## SafeKey

(Before and after school care provided by the City of Henderson)

702- 267-4100

## **WELCOME TO SHIRLEY AND BILL WALLIN ELEMENTARY SCHOOL!**

We strive to be one of the top schools in America by researching and implementing proven programs and strategies to teach 21<sup>st</sup> Century Skills. These skills include **Learning Skills** such as critical thinking, creative thinking, collaboration and communication; **Literacy Skills** including the use of media and technology resources to teach reading, researching, and writing; and **Life Skills** such as innovation, goal setting, productivity, and leadership. The “Top 100” logo to the left will be used in parent communications to identify when a program or strategy is being used to address our goal of being one of the Best Schools in America!

Some programs and strategies used this school year include:

**Independent Reading Time:** According to research cited in Rigorous Reading by Nancy Frey and Douglas Fisher, the more time students spend reading independently, the higher their achievement level. In this book, they site a study that found that the average elementary school student spent only 4-5 minutes a day in school actually reading independently. Most of Reading Instruction time was teacher directed instruction or the practicing of reading skills. They found that by adding just ten minutes a day of independent reading, students were exposed to over 800,000 more words per year and achievement scores increased by 30%. Each class will spend 20 minutes of uninterrupted reading during their instructional day.

**Recess:** Each class will take a recess break throughout the day in addition to morning and lunch recess. Current research shows that taking a recess break helps elementary aged students improve attention span and increase memory learning.

**Homogenous Grouping Strategies in Reading and Math:** It is our mission to provide instruction commensurate with students’ ability and readiness levels. To accomplish this task, we have hired highly qualified teachers and grouped them in teams to provide homogenous groupings in reading and math.

For reading in grades 1-5, students will receive a total of 100 minutes of instruction each day. Fifty minutes will be spent on homeroom reading where students will receive instruction based on grade level standards and fifty minutes will be spent on homogenous instruction with students receiving instruction based on their ability and readiness levels. For Math in grades 1-5, students will receive a total of 70 minutes of instruction each day. Twenty minutes will be spent on homeroom instruction with students working on spiral review of grade level standards and math fact practice, and fifty minutes will be spent on homogeneous instruction with students receiving instruction based on their ability and readiness levels. Homogenous instruction will begin on or before September 30, 2019.

**Monthly Motivation Assemblies:** Once a month, students will attend a Morning Motivation Assembly teaching them to show Focus, Respect, Responsibility, Integrity, and Compassion. In addition, students will engage in goal setting and learn how to self-monitor their progress toward meeting their goals. Finally, staff and students will be recognized for their accomplishments and special honors.

## **A MESSAGE FROM MRS. HURST**

The vision of Wallin Elementary School is to **empower** teachers to provide instruction commensurate with each student's ability level. Our professionally trained staff knows instruction is driven by the fact that all students must succeed in reading to excel in other subject areas. Teachers work in teams to provide instruction utilizing various grouping strategies and resources to meet the individual needs of all children. They also motivate and engage students in learning by integrating science instruction and the use of technology into core subject areas of reading, writing and math.

We realize you have been, and will continue to be, your child's primary teacher. Thus, it is our purpose to partner with you in providing the best education possible for your child. A key aspect to this partnership is active involvement in your child's progress, homework, and classroom activities.

- **Monitoring your child's progress:** The Clark County School District provides a Student Information System called Infinite Campus. One feature of this program is a parent portal where parents can check on student progress in real time. I encourage you to check your child's progress on a weekly basis and communicate with your child's teacher if you have any concerns.
- **Homework:** The purpose of homework is to extend and expand activities that have already been presented and practiced during class. Homework enhances and reinforces skills learned during class, provides students an opportunity to practice skills, and helps students build personal responsibility. Homework will be assigned Monday through Thursday evenings, except on holidays and vacations. Students in grades K-2 should spend no longer than 20-30 minutes each night on homework, while students in grades 3-5 should spend between 40-60 minutes.  
To assist with homework, we have provided online resources on the Wallin Website for the Journeys Literacy Program, EnVision Math, Write Source, and the Scott Foresman Science series. Through these resources you can access each textbook and supplemental activities from home. In addition, you can access Discovery Education, and World Book Encyclopedia Resources.
- **Classroom Activities/Volunteering:** We encourage you to volunteer in your child's classroom. Teachers request the help of parent volunteers to prepare materials, work with students, complete projects, chaperone field trips, and help with class events. If you would like to volunteer in your child's classroom, let your child's teacher know of your interest. If you would like to volunteer in our building, and are not a currently approved to volunteer through CCSD, please complete the CCSD Representative Volunteer background check application. See the Wallin Website for directions. If you do not have internet access, please contact the school office to set up a time to use the volunteer computer station. Once cleared Human Resources will contact you to pick up your badge at the district office.

As a staff, we believe students will succeed as we establish, communicate, and maintain high expectations. Higher expectations bring higher achievement. With this philosophy in mind, we have established "Schoolwide Expectations" to build a safe, warm and inviting learning environment. They are:

- Follow directions the first time they are given
- Walk quietly through the halls
- Keep your hands, feet and other objects to yourself
- Show respect toward one another
- Do your best

Please review these expectations, and your own, with your children during this first week of school.

The staff and I present this handbook as a way to inform you about the basic operations of the school. This handbook describes activities and procedures at the school and is based on regulations and policies of the Clark County School District (CCSD). Please review this information with your child. Please read and use this document as a reference throughout the school year. If you have any questions, feel free to call us (702-799-5776) to schedule a conference or stop by for a visit. Upon entering the school, please remember to first stop by the office to sign in and receive a visitor's badge.

We are glad your child is here at Wallin Elementary School. We will do our best to make each child feel safe, welcome, and excited about learning. We are proud of our educational program and look forward to partnering with you to provide a world class education for your child!

Anchored in Excellence,

Anna Hurst, Principal  
Wallin Elementary School

**Mission:** *The staff, students, parents and community partners of Wallin Elementary School are committed to an **empowered** education. It is our mission to provide a caring, positive and safe learning environment where each child is challenged to achieve commensurate with his/her ability and is provided enriching experiences that foster personal integrity, respect and responsibility.*

**Motto:** *Empowering Children Everyday!*

**Mascot:** *Wildcat*



### SCHOOL HOURS

Grades K-5

7:50 a.m. to 2:01 p.m.

### BELL SCHEDULE

7:30a.m.	Playground gates open, students play on playground & breakfast begins
7:50 a.m.	Instruction Bell rings
7:55a.m.	Tardy Bell
2:01 p.m.	Dismissal

## SCHOOL POLICIES

### **Arrival and Departure Procedures**

Students should not be on campus until 7:30 a.m. when adult supervision is provided. (Playground gates will remain locked until 7:30 a.m.)

**Starting at 7:30 am:** Gates open and students arrive at school (walking, school bus, or being dropped off in the Kiss and Drop area). Once on campus, students play on the playground. The field will be closed. All Specialists and some teachers will be on duty outside ensuring student safety. Parents are not allowed on campus before school starting the third day of school. We are a closed campus school from 7:30am to 2:01 pm.

**7:50 am:** Teachers pick up students at the dot and walk them to class. Regular instruction will begin. Students not in their classroom ready for instruction at 7:55 am will be marked tardy.


At dismissal time, parents should wait for their child at the line up dot and not remove their child from line while the class is moving as the teacher will not know where the student has gone. Parents are asked to not wait at the bottom of the stairs as this congests the area and delays the dismissal process.

### Important Notes Regarding Dismissal:

- Students will not be released from class from 1:40-2:01 p.m. as teachers are wrapping up their day and assigning homework.
- To ensure the safety and supervision of all students, the playground will be closed after school. Students should not stop to play. All playground gates will be locked at 2:15p.m. Families wanting to play after school should visit the park located next to the school.

### **Attendance and Absences**

The Board of School Trustees and 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. An elementary student shall be recorded as absent for half of the day if more than one hour and fifty-five minutes of the instructional day are missed and recorded as absent for the entire day if more than three hours and forty-five minutes of the instructional day are missed. Families will be notified by an automated phone system each time their child is absent from school if the absence was not prearranged or excused by 12:00 noon that day. Families will be notified in writing after the third, sixth, ninth, and fifteenth absence. Upon the tenth absence, a conference will be scheduled as an elementary student may be required to repeat the current grade if the total number of absences exceeds 20 for the school year. Please review the CCSD Attendance Policy for Elementary Schools that will be coming home on the first day of school.

	<p><b>CHRONIC ABSENCE</b> = 18 absences (10% of the whole school year)</p> <p><b>Warning Signs</b> = 10 to 17 absences in one school year</p> <p><b>Satisfactory Attendance</b> = 9 or fewer absences in one school year</p>
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### Tardy Procedures

Students are expected to arrive promptly every day. When students arrive after 7:50a.m., they must go to the office and receive a tardy slip before being admitted to class. Students picked up early from school will also be counted as tardy. The following procedure will be used each semester (18 weeks) to address students who are consistently tardy:

- |                             |                                     |  |
|-----------------------------|-------------------------------------|--|
| <b>1st Tardy</b> -Warning   | <b>2nd Tardy</b> -Warning           | <b>3rd Tardy</b> -Phone Call home by teacher |
| <b>4th Tardy</b> -Note Home | <b>5th Tardy</b> -Parent Conference | <b>6th Tardy</b> -Administrative conference  |

### **Bike Riding** (Bicycles, Scooters, Skateboards, Rollerblades, Wheelies)

For those students who ride bicycles and scooters to school, a locked parking area is provided. All students must put their bikes/scooters in this location during the school day. Parents are asked to provide bike locks. The school is not responsible for any loss or damage to bikes/scooters. It is recommended that bike riding to school be limited to 3rd, 4th and 5th grade students. Bikes must be walked on school grounds. Skateboards, motorized scooters, rollerblades, and shoes with wheels built into the soles are not allowed on the school campus.

### **Cell Phones**

CCSD policy does allow students to carry cell phones for use beyond instructional hours. However, cell phones are not to be used, or even powered on, during the school day (7:30 a.m. - 2:01 p.m.). If you allow your child to carry a cell phone, it is to remain in his or her backpack during the school day. If a student's cell phone rings or is used (text messaging, phone calls, games, etc.) during the school day, it will be confiscated and returned during a conference with an administrator.

## **Class Parties/Birthday Parties**

Due to a large amount of allergies and diet restrictions, students may not bring treats to school. Private birthday party invitations may not be distributed at school unless the entire class is invited. Room parents will work with the classroom teacher to organize two (2) class parties each year. Other instruction-related events are at the discretion of the teacher. No colored punch is allowed in the school and clear juices/soft drinks are preferred.

## **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. **Students will not be released from class from 1:40-2:01 p.m.**

## **Classroom Observations**

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

- 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 at 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.

## **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.

## **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 accident or illness. Please come in or send a note to the office whenever this information changes. If we cannot reach you, 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. Proof of residency and updated health information are required of all students each year. If you are planning to withdraw your child, the office needs to be notified at least one week in advance in order to complete the required paperwork. Lost or missing textbooks, library books, and charges in the lunchroom must be paid for on or before the student's last day of school.

## **Grading**

Grading is utilized to measure student progress. Students will be graded through Formative and Summative measures. Formative measures are worth 25 % of the grade and are used to reteach and direct the learning environment. Summative assessments are worth 75 % and are the cumulative units.

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

- A 90-100% Mastery of Grade Level Benchmark
- B 80-89 % Mastery of Grade Level Benchmark
- C 70-79 % Mastery of Grade Level Benchmark
- D 60-69 % Mastery of Grade Level Benchmark
- F Below 60 % Mastery of Grade Level Benchmark
- W Working on standards below grade level



Retests are allowed on all summative assessments. Students must do test corrections (3<sup>rd</sup>-5<sup>th</sup> grade) or work with the teacher (1<sup>st</sup>-2<sup>nd</sup>) before retaking the test. The goal of a retake is mastery of the skill.

Minimum-F is utilized as a placeholder until the students have shown mastery. If students, do not retake tests within the progress report period the minimum F will remain in effect.

## **Homework**

Guidelines have been established for the assignment of homework. Students will have homework Monday through Thursday evenings. Students need to establish good study habits early in their careers, and homework is one area that grows increasingly demanding as students become older. Careful consideration has been given by teachers as to the type and amount of work assigned. Students in grades K-2 should expect 20-30 minutes of homework each night, while the older students can expect to spend 40-60 minutes on their homework. Parents can expect homework each evening and should question their child if they do not have any.

## **Lost and Found**

Children are inclined to lose things. Please mark all items clearly with your child's name. This simple measure will help us to return lost items quickly. Students may claim lost items by checking the lost and found cart in the Multi-Purpose Room. Lost items such as money, purses, jewelry, and glasses can be claimed in the front office. Items are only stored for a brief duration and then given to a local charity.

## **Lunch & Drop Off Table Procedures**

Students can either bring a sack lunch from home or purchase a hot lunch from Food Services. We realize from time to time there may be an emergency situation, so a drop-off table will be set up in the Office. If you use this table, please be sure to label the lunch clearly with your child's name and room number and leave it on the table. Your child can pick up the lunch before they enter the Multi-Purpose Room at their assigned lunch time. Classroom disruptions will not be made to come up and get their lunch, so please tell your child to check the drop-off table if they forget their lunch.

## **Parent Volunteers**

If you would like to volunteer in our building, and are not a currently approved to volunteer through CCSD, please complete the CCSD Representative Volunteer background check application. See the Wallin Website for directions. If you do not have internet access, please contact the school office to set up a time to use the volunteer computer station. Once cleared Human Resources will contact you to pick up your badge at the district office.

School volunteers are encouraged and welcomed within our school environment. Throughout the year, we actively seek volunteers, provide training and orientation to Wallin policies and make sure everyone understands how the school



operates. We have volunteers in the classrooms, on the playground, and in the office. As with all school visitors, the procedure for checking in at the office applies. A special register is kept on school volunteer attendance and as a method of determining who is on campus. It is very important that all volunteers model the same basic CCSD dress code as the staff and students. (Please see the Dress and Appearance section located on the bottom of page 14.)

**ALL VISITORS MUST REPORT TO THE OFFICE.** Individuals who wish to visit a classroom must make prior arrangements with the teacher or principal. Our responsibility for the safety of hundreds of students is taken very seriously. Children visiting your home from other areas are not allowed to attend class with your child(ren).

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

## **Parental Concerns**

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. If after meeting with the teacher, your concern has not been resolved, you may call the school office to schedule a conference with an administrator. (A concern not related to your child should be brought to the attention of a building administrator.) If you are not satisfied after talking to the teacher and the principal, a Request for Review of Parent/Guardian Concern Form (CCF-660) may be obtained from the school office, filled out, and sent to the district office. A prompt response will be sent to you in writing.

## **Personal Belongings / Toys / Balls**

Items brought to school should be kept inside the child's backpack, a paper bag, or other container 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 toys (rubix cubes, cards, fidget spinners etc...), skateboards, rollerblades, balls, or other items to school which are not part of the educational program. Toys and balls i.e., tennis balls, bouncy balls, etc., brought to school will be confiscated and returned at the end of the school year.

## **Picking Up Children During School Hours**

When it is necessary to pick-up your child during school hours, please send a note to your child's teacher letting them know of the early release. All persons *must check in at the office* before picking up a child. We exercise extreme care when releasing children from our school. **Anyone picking up a student will be asked for identification.** Students out of the building for an hour and fifty-five minutes or more will be counted absent for half-day. Students out of the building for less than an hour and fifty-five minutes will be counted as tardy. We encourage you to make appointments during vacations or after school hours to avoid missing school. **Students will not be released from class from 1:40-2:01 p.m.**

## **Administration 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 appreciated and given first priority. Any phone call messages to an administrator will be returned within 24 hours.

## **Progress Reports/Unsatisfactory Notices/Report Cards**

Parents can check their child's progress by simply logging onto *Infinite Campus*. Please do this at least once a week!

Midway through each grading period, teachers are required to send notices of unsatisfactory progress to parents if a student's grade appears likely to drop two or more grades, or if the student appears likely to get an F for "failing" or N for "needs improvement" for that grading period.

Report cards will be distributed at the end of each semester (18 weeks). Report cards will be sent home with students at the end of the each semester.

### **Shoes:**

Students must wear shoes that stay securely on their feet at all times. Toes must be covered – socks must be worn with open toed shoes. Shoes with wheels built into the soles are not allowed on the school campus. On days students have P.E., they must wear shoes with flexible rubber soles, and the shoes must be able to stay on the child's foot when running or kicking (proper laces and/or velcro). As we will be on a six specialist schedule, it is recommended that a pair of gym shoes remain in your child's backpack in case they forget to wear proper shoe attire on a day they go to P.E.

### **Teachers' Lounge**

As a courtesy to teachers, we ask that you use the parent work room (upstairs). The lounge is off limits to children and guests. This policy has been developed as a courtesy to staff. Thank you!

### **Teacher/Parent Conferences**

You will be asked to attend a formal teacher-parent conference during the school year to discuss your child's progress. Other conferences may be requested by the teacher or parent as needed and a specific day and time will be scheduled. Please make every effort to attend conferences when they are scheduled. It is by working cooperatively that we can provide the best education for your child.

### **Telephone Use**

The school office is the center of all activities and is busy at all times. Students may use the phone only in cases of emergency. It must be used with discretion and with the permission of the office personnel. Your cooperation in guiding your child in this area is appreciated.

### **Textbooks**

Textbooks and other instructional supplies will be provided for your child for classroom use and sometimes for home use. As the materials are intended to be used each school year, any materials checked out to your child will need to be returned in the condition in which they were given. In the event that your child damages or loses a textbook or other instructional tool, the family will need to pay for the replacement of the item.

## **STUDENT SERVICES**

### **Bus Transportation**

Students who live more than two miles from school are eligible for bus transportation by CCSD. Transportation by school bus is a privilege that can be taken away when a student does not obey bus safety rules. For more information regarding bus routes, and to register your child for busing, call the Transportation Department at 799-8111.

### **Food Services**

The cost of breakfast is \$1.50, cash daily or advanced purchase. A variety of items such as milk, juice, sweet rolls, pancakes, french toast, and cereal are available. Breakfast is served beginning at 7:30 a.m. in the lunchroom. The cost of lunch is \$2.00, cash daily or advanced purchase. Milk is available for 25¢ (½ pint carton) for those students who bring their lunch. **Prices are subject to change.** Instead of using tickets for advanced purchases, students are credited for the amount of lunch purchases and these credits are marked off as the student uses them. Accurate records are maintained by

our food service manager. This system minimizes the loss of money or lunch tickets. Additionally, students with credits can go through the fast card line while those paying cash will need to wait in line to pay. We suggest advance purchases on a monthly basis. Applications for free or reduced lunches are available from the lunchroom manager. A letter included in the packet will have details regarding criteria for qualifying. A student who has forgotten his/her money will be served a complete lunch. He/she will be given a charge slip to take home. The charge slip states that a lunch has been charged and that the appropriate amount should be returned to the food service worker the next school day. Until the first charge has been paid, another charge cannot be made. Students with unpaid charges will be offered a cold tray and milk. If you have any questions regarding food services, please call 799-5776 between 7:30-11:15 am.

### **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 a parent/guardian signing them out through the school office.

A student needing medication during school hours must have a completed Medication Release form which can be obtained from the Health Office personnel. The medication must have been prescribed by a licensed prescribing practitioner.

***No over-the-counter medication may be given without a prescription.***

### **Student Insurance**

All students of the Clark County School District shall be made aware of the availability of student accident insurance. The school assumes no legal responsibility of accidental injury. Flyers for Student Accident Insurance will be sent home on the first day of school and are available in the front office.

### **Student Records**

An active record of students' progress is kept at school. Students' school records are housed within the district after they graduate. Colleges they may attend, prospective employers, or even the students themselves may desire information from their school record. The major items found in the permanent records are: factual information (parents' name, date of birth, address); grades earned throughout their school years; attendance record; honors received; health records; academic progress. The Family Educational Rights and Privacy Act of 1974 provides parents access to records which are directly related to their child. It also provides parent(s) an opportunity to seek correction of records they believe to be inaccurate or misleading.

# POSITIVE REINFORCEMENT / INCENTIVE PROGRAMS

The Positive Reinforcement / Incentive Programs at Shirley and Bill Wallin Elementary School have been established to encourage and motivate students and staff to do their very best. We feel students and staff members need to be recognized for their efforts and contributions to the school on a consistent basis. The following programs will be in place for the 2019-2020 school year:

## **Academic Honor Roll** (Grades 3-5)

The purpose of this honor roll 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 in grades 3-5 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. At the end of each semester, a letter will be generated for that semester's Academic Honor Roll.

## **Birthdays**

In order to recognize and honor students on their birthday, we have implemented the Wallin Birthday Celebration. On a child's birthday (or day close to his or her birthday), he/she will be given a "Happy Birthday" sticker in the morning by the classroom teacher. At this time, the class can sing Happy Birthday to the child. The child can then wear the sticker on his/her shirt. Throughout the day, as staff members see a child wearing a Birthday Sticker, they will recognize the child by wishing them "Happy Birthday."

Private birthday party invitations may not be distributed at school unless the entire class is invited.

## **Citizenship Honor Roll** (Grades 1-5)

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:

- A. Have earned and received "E"s in all categories listed under "Successful Learner Behaviors."
- B. Have not been sent to the office for disciplinary reasons.
- C. Have not received an "N" in any of the specialist's classes.

At the end of each semester, a letter will be generated for that semester's Citizenship Honor Roll.

## **Golden Trash Can Award**

Students need to be responsible for maintaining the cleanliness of their classroom on a daily basis. When the custodians come into the room each night, the floor should be clear of debris, the chairs should be stacked, and the contents of the student desks should not spill on to the floor if the desk is bumped or moved. The custodial staff will select one classroom each week that is regularly clean and neat and award them the Golden Trash Can. The Golden Trash Can is an award and should not be used for trash as it will also contain a candy treat inside for the students and teacher to enjoy! The winning class of the Golden Trash Can will be announced during the Friday Morning Announcements.

## **Great American Award** (Fifth Grade)

During the fifth grade year, students learn about American History. Students are challenged to complete the Great American Award which includes the following six tasks:

1. Writing the Pledge of Allegiance
2. Recite the Preamble to the U.S. Constitution
3. Recite or sing the Star Spangled Banner
4. Recite the 50 states and capitals
5. Recite the names of our Presidents in the order in which they served
6. Recite the Gettysburg Address

Fifth grade students who complete all six tasks throughout the school year, receive a "Great American Award" plaque during the Fifth Grade Promotion Ceremony.

### **"Paw"sitive Behavior**

Specialists will recognize each class' behavior and report to classroom teachers on a daily basis. Classes that demonstrate exemplary behavior will be given a "Paw" print. Classes should collect "Paw" prints and redeem them for prizes throughout the year. 50 "Paw" prints = 15 minute bonus recess in addition to lunch recess period. 100 "Paw" prints = Pass for each child in class to receive one free frozen treat at the School Store. 150 "Paw" prints = Class Movie/Popcorn

### **President's Award** (Fifth Grade)

Fifth grade students who receive straight A's throughout the fifth grade year will receive a letter, certificate and lapel pin from the President of the United States. Students who qualify for this award will be recognized during the Fifth Grade Promotion Ceremony on the last day of the school year.

### **Principal's Award** (Fifth Grade)

Each fifth grade teacher nominates one child from their class for the Principal's Award to be given out during the Fifth Grade Promotion Ceremony on the last day of school. Teachers look for qualities such as honesty, responsibility, dedication, commitment, and loyalty. This student is someone who is always kind, helpful and respectful to others.

### **Student Attendance Incentive Program**

The Clark County School District has developed and implemented policies and regulations governing student attendance. One requirement of these attendance policies and regulation is the implementation of a school based Attendance Incentive Plan. The Attendance Incentive Plan for Wallin Elementary is two-fold:

- A. When a class has 100% attendance, the attendance clerk will enter that class into a drawing for an extra 15-minute recess attached to their lunch that Friday.
- B. For the first semester, any child who has one or fewer absences and two or fewer tardies will receive a Wildcat Card. This card will entitle the child to a free homework pass, a free treat at the Student Store, and allow them to sit where they want in the lunchroom for a week.

### **Wildcat of the Month**

This program is designed to give teachers the opportunity to recognize students within their classroom for their positive contributions, improvement, outstanding effort, etc. Teachers will utilize their own criteria for selection, keeping in mind that the recognition is meant to reinforce appropriate behavior and conduct. Teachers in grades 1, 2 & 3 will select one student, and teachers in grades K, 4 & 5 will select two students, to be recognized each month. Students will be recognized once a month. They will have doughnuts with administration and will be given a certificate and certificates from local businesses.

### **Wildcat Tails**

The purpose of the "Wildcat Tails" is to give staff an opportunity to quickly recognize a student when it is noticed that they have done something positive for someone else, or the school. Classroom teachers are not to give them to students within their own class, but are welcome to give them to any student not in their class when they notice a positive action or deed. Students will have an opportunity once a month to redeem their "Wildcat Tails" for a prize. Students need to bring their "Wildcat Tails" to the Redemption in bundles of ten.

# **STUDENT DISCIPLINE PROGRAM**

**School Climate:** The development and maintenance of a positive school climate is a priority of the Wallin school staff. A positive school climate focuses on self-concept and encourages the 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, the school will then take on those same characteristics.

**Recognition Activities:** Each teacher will develop a classroom program to recognize and reward positive actions on a consistent basis. Students who demonstrate outstanding citizenship and academic achievement will be selected by their teachers as "Wildcat of the Month." Other special recognition programs include Wildcat Tails, Honor Roll, positive notes home, Academic Achievement Awards, Citizenship Awards, and Accelerated Reader Awards.

## **Steps to Handle Misbehavior**

- LEVEL 1** The first step involved in correcting misbehavior is a discussion between the student and the teacher. Depending upon the severity, the teacher may decide to contact the parents and discuss the concern with them as well as the child.
- LEVEL 2** If the misbehavior continues after informal conferences, the teacher may issue a Behavior Reminder Form (BRF). The teacher will explain the BRF to the student; outlining what corrective action needs to be taken. The student signs the form, brings it home to be signed by the parent, and brings the signed copy back to the teacher. A BRF is simply designed to serve as a means of communication between school and home, so parents can stay informed of their child's behavior at school.
- LEVEL 3** After three BRFs, or when the offense is severe, a Discipline Referral form will be completed and the student will be referred to a building administrator. Parents will be contacted by an administrator and the student will be assigned community service, lunch detention or a consequence related to the offense.
- LEVEL 4** Continued misbehavior will result in a Required Parent Conference (RPC) in which the student may not return to school until a conference has been held. At this conference, the parents, teacher, building administrator, and the student will design a Behavior Contract to improve the child's behavior.
- LEVEL 5** When the Required Parent Conference does not eliminate the problem, additional misbehavior will result in additional RPC's or suspension from school.

Exceptions to the above progression are serious offenses that include physical aggression, drugs, weapons, etc. They will begin at either Level 4 or above and may result in action(s) taken by the Clark County School Police Department.

## **Student Grooming**

The Clark County School District reserves the right to insist that dress and grooming of students are within the limits of generally accepted community standards. In accordance with the Clark County School District Regulation 5131 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. The following guidelines are implemented at Wallin Elementary:

- Hair color not of normal range for natural hair colors is not permitted.
- Hair styling which distracts the educational environment (i.e., mohawks, full-head spikes) is not permitted.
- Any facial piercings and/or studded jewelry are not allowed. Earrings are permitted.
- Hats are not permitted on campus.

# WALLIN ELEMENTARY SCHOOL STANDARD STUDENT ATTIRE

Families of Wallin Elementary voted to implement a mandatory Standard Student Attire policy. Please review and discuss the Standard Student Attire requirements below with your child. All Standard Student Attire violations will result in disciplinary action in alignment with Regulation 5131 and the school-based progressive discipline plan.

MALES	FEMALES
<p><b>All items of clothing must be</b> in basic/optional <u>solid</u> colors <u>only</u> with no pattern, no words, and no brand logos.</p> <ul style="list-style-type: none"> <li>• <b>Pants/shorts</b> and <b>sweatpants</b> (sized to fit).</li> <li>• <b>Shirts</b> with or without collars, may be long or short sleeved, with or without school logo.</li> <li>• <b>Sweaters</b> (worn over approved shirts).</li> <li>• <b>Sweatshirts</b> with or without school logo.</li> <li>• <b>Ties</b> allowed.</li> </ul> <p><b>Not allowed:</b> blue jeans and denim pants</p>	<p><b>All items of clothing must be</b> in basic/optional <u>solid</u> colors <u>only</u> with no pattern, no words, and no brand logos.</p> <ul style="list-style-type: none"> <li>• <b>Pants/shorts</b> and <b>sweatpants</b> (sized to fit).</li> <li>• <b>Shirts/blouses</b> with or without collars, may be long or short sleeved, with or without school logo.</li> <li>• <b>Sweaters</b> (worn over approved shirts).</li> <li>• <b>Sweatshirts</b> with or without school logo.</li> <li>• <b>Skirts/skorts</b> and <b>jumpers/dresses</b> (blue jean material <u>not</u> allowed).</li> <li>• <b>Tights/leggings</b> (worn under approved clothing).</li> </ul> <p><b>Not allowed:</b> blue jeans and denim pants</p>

**Basic solid colors** are navy blue, red (candy apple red), white, khaki, and gray (heather gray). Shirts must have sleeves (long or short) and must be solid in color with no stripes, graphics, or logos other than the school logo. Shirts with a ringed collar or trim along the edges are acceptable if they are one of the colors mentioned above.

Tights/leggings and tight/spandex exercise pants may only be worn under approved clothing (under skirts/skorts or jumpers/dresses) and may not be worn solely as outerwear. All types of sweatshirts are allowed (including non-hooded, pullover hoodies, and zippered sweatshirts), but **all types must be in Standard Student Attire basic/optional solid colors at all times.**

For families in financial need, assistance is available in providing uniform clothing to your child(ren). If you have any questions or concerns, please contact a school administrator at 702-799-5776.

You can order all garments listed above with the school logo from **Campus Club Uniforms**. Throughout the year, Campus Club will provide free delivery to the front office of Wallin Elementary School for any order placed over the phone or fax. To order by phone, call 702-360-0555 or to order by fax, dial 702-242-2595. Purchasing items from Campus Club is not required. Solid color shirts can be purchased at local stores like Target, K-Mart, Penny's, etc.

If a student is not dressed in a school uniform, they will first be reminded of our Standard Student Attire Policy and asked to comply the following day. The second time a child comes to school not dressed in a school uniform, the office will call home and ask for a parent to bring the proper clothing to school or offer to provide gently used clothing that the student can borrow, wash and bring back the next day. If a child continues to come to school not dressed in a school uniform, a conference will be held with the parent, student and school administration to resolve any problems or provide assistance as needed.

**CCSD Basic Guidelines:** In addition to the Standard Student Attire requirements, the Clark County School District also requires that all shorts, skirts and dresses be at least finger tip in length, be hemmed and without fraying. In addition, shirts/blouses must extend beyond the belt line so that no skin shows between the bottom of the shirt/blouse and the top of the pants/shorts/skirt (even when arms are raised above the head). Spaghetti straps and tank tops are not allowed.

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.