

Dear Drake Families:

Welcome to the 2024/2025 school year! The staff at Florence Drake Elementary is looking forward to another year with you and your children. Through the cooperative efforts of parents, teachers, students, and community members; we will strive to see each and every child succeed. Our motto is, "Florence Drake Falcons will SOAR to success today and every day and be the best that we can be in academics, behavior and in our community!"

Drake students continue to thrive with our Positive Behavior Support system where we recognize and reward students for displaying: safe, outstanding learning, respectful and responsible behaviors. Students can earn Falcon Feathers and redeem these tickets for incentives. This program promotes a positive learning community.

We look forward to getting to know you throughout the school year. If you have questions or concerns, please don't hesitate to contact us. Communication is essential in developing strong relationships. Our goal is to work collaboratively to ensure your child makes progress and has a positive experience. Your children are the future and together we will make that future bright!

Our calendar outlines significant events for this school year. In the handbook you will find school and district policies. We hope you and your child will review the handbook and calendar together so that you may have a better understanding of our expectations at Florence Drake Elementary School.

Thank you for your support and we look forward to seeing and hearing from you in the future!



Florence Drake Falcons will:

S - Be safe

O - Outstanding learners

A - Always respectful

R - Be responsible

to success!

Sincerely,

Jason Shipman

Principal

Florence Drake E. S.

SCHOOL VISION/MISSION

"WE WANT OUR CHILDREN TO BE THE BEST THEY CAN BE ACADEMICALLY, BEHAVIORALLY AND SOCIALLY."

Students will SOAR to success demonstrating SAFE, OUTSTANDING LEARNING, ALWAYS RESPECTFUL AND RESPONSIBLE BEHAVIORS.

POSITIVE BEHAVIOR SUPPORTS

Florence Drake Elementary School utilizes a positive behavior support system where we recognize and reward students for displaying behaviors that are safe, respectful, and responsible. We encourage students to be outstanding learners. Our school promotes high expectations for behavior and academics.

Our motto is: FLORENCE DRAKE FALCONS WILL:

S - Be safe

O - Outstanding Learners

A - Always Respectful

R - Be Responsible

to succeed today and every day and be the best they can be in academics, behavior and in our community!

Students can earn Falcon Feathers when they display SOAR behaviors and can redeem these tickets for incentives.

PRINCIPAL'S TREAT

Students are selected by classroom teachers and are recognized and rewarded for being exceptional in displaying SOAR behaviors (Safe, Outstanding Learner, Always Respectful and Responsible).

AWARDS

Students are rewarded quarterly for outstanding grades on report cards including: Principals List, Honor Roll, Effort and Attendance.

REPORT CARDS

Report cards are issued every nine weeks. See school calendar for dates. Parents are encouraged to conference with teachers whenever they have a concern. Open house and school functions are not appropriate times to conference with a teacher. Please call the school and we will make every effort to accommodate you.

POLICIES AND IMPORTANT INFORMATION:

Disclaimer: This document contains references to Board Policies and other documents pertaining to the rules and regulations of the Washoe County School District. The District reserves the right to revise any of these documents during the course of the school year. For the current version of any of these documents, please check the District's website at www.washoeschools.net/Policy.

Non-Discrimination Statement: The Washoe County School District is committed to nondiscrimination on the basis of race, color, national origin or ethnic group identification, marital status, ancestry, sex, sexual orientation, gender identity or expression, genetic information, religion, age, mental or physical disability, military or veteran's status in educational programs or activities, and employment as required by applicable federal and state laws and regulations. No District employee, including, without limitation, administrators, faculty, or other staff members, nor students shall engage in acts of bullying, harassment, or discrimination on the premises of any public school, school-sponsored event, or school bus in the District. Prohibited behaviors include cyber-bullying, sexual harassment, hazing, intimidation and retaliation.

ACADEMIC INTEGRITY

- Drake students show Responsibility by doing their own work.
 - *Plagiarism is using someone else's work and passing it off as your own.
- Drake students show Outstanding Learning by depending on their own knowledge in schoolwork and tests.
 - *Cheating is taking or giving information to another person when it is inappropriate to do so.

STUDENT BEHAVIOR

Classroom teachers maintain classroom management procedures that are aligned with school SOAR matrix. Students are rewarded with positive supports like Falcon Feathers as individuals and as classes for showing these academic behaviors. Drake staff refer to the WCSD Student Behavior Manual using Progressive Discipline in response to student behaviors. https://www.wcsdpolicy.net/pdf_files/board_policy/5100_Policy-Student_Behavior-v7_Final.pdf

Students are selected by classroom teachers and are recognized and rewarded for being exceptional in displaying SOAR behaviors (Safe, Outstanding Learner, Always Respectful and Responsible).

MORNING ARRIVAL

The school gates open at 8:45am, when morning playground supervision begins. First bell rings at 8:55. Second bell rings at 9:00am. School gates will be closed from 9:00am through 3:00pm. During this time, everyone must enter the school through the front door and check in with the office.

ATTENDANCE

Consistent attendance is essential for your child's educational progress. Students should be in school except in cases of illness or emergency. Steps to follow if your child is absent:

1. Call the school at **353-5510** between 8:00am and 9:30am.
2. If you do not call your child in absent, we will try to contact you to be sure your child is safe. Some days it is impossible to make contact with all parents who do not call in, so please **be sure to call your child in absent**.
3. Absent for reasons other than medical and emergencies **MUST BE PREARRANGED WITH THE SCHOOL**.

TARDINESS

Promptness to class is extremely important. Interruptions due to tardiness take away from teaching time for your child and the other students in class. Students are tardy after 9:00 am and must come to the office for a Tardy Pass.

RELEASE OF STUDENTS DURING SCHOOL HOURS:

Parents, guardians, and approved people for child pick-up will check in at the main office and sign their child/ren out. Office personnel will call the child's classroom for the child to be sent to the office in order to leave the campus.

LEAVING SCHOOL GROUNDS

Students are not allowed to leave campus at any time during the school day without written permission from the parent/guardian.

Students are not allowed to go across Pyramid Rd to the Raley's shopping Center or McDonalds without being accompanied by a parent/guardian.

PARENT AND VISITORS

All visitors **MUST** check in through the office when visiting the school for any reason during the school day. A visitor's pass will be issued.

ANIMALS/PETS ON CAMPUS

Service Animals are the only animals permitted on campus. Personal pets and emotional support animals do not qualify as service animals under the (ADAAA) and are not allowed on campus. https://www.wcsdpolicy.net/pdf_files/administrative_regulations/7521-Reg-Service_Animals-v5.pdf

VOLUNTEERS

We encourage you to become a Parent Volunteer. You will need to complete volunteer paperwork and if you are a regular volunteer you will need to be fingerprinted. If you should have questions or concerns regarding volunteering, please contact the school office.

MESSAGES FOR STUDENTS/STAFF

Messages for teachers and students will be left in teacher's boxes, except in an emergency.

SCHOOL PHONES

Children will be permitted to use the phone only when cleared by their teacher; phone calls will be made from the classroom.

EMERGENCY INFORMATION

For the safety of your child due to illness or an accident, it is imperative that the school has your current **telephone and address**. Please contact the school immediately should any changes occur. It is also important for the school to have an additional emergency contact should you not be available.

CELL PHONES

Students and parents assume the risk of damage and/or theft of property.

- Cell phones are to be turned off and stored in backpack during school hours. They should not disrupt the learning environment.

Consequences for improper use of cell phones:

1st Time - Warning and Reminder of Policy

2nd Time - Policy Review Reflective Writing, Teacher Notify Parent, Lose Device for Day

3rd Time - Device Given to Principal, Parent Meeting/Retrieval

4th Time - Loss of cell phone privileges on Campus

INTERNET SAFETY:

- Students must only access WCSD approved sites at school or WCSD functions.
- Students are taught online Safety and Respect and how to use the internet responsibly and respectfully.
- The use of Student email must follow WCSD District policy.
- https://www.wcsdpolicy.net/pdf_files/administrative_regulations/7211-Reg-RUA_Internet_Safety-v4.pdf

FREE BREAKFAST and FREE LUNCH.

- All students will receive breakfast in their classroom. Breakfast is served from 9:00am to 9:15am. If your child arrives after 9:15am, we will not be able to provide breakfast.
- All students will receive free lunch and may choose to bring their own lunch.

FREE LUNCHES

All students will receive free lunch if they want it or may bring their own cold lunch.

DELAYED START PROCEDURE (First bell rings at 10:55 am, and the final bell rings at 11:00 am.)

In case of inclement weather, the school district may call "delayed start". Please review this carefully.

1. When will a Delayed Start schedule be used?

- A **Two Hour Delayed Start** will be called when extra time is needed to clear roads, parking lots and sidewalks for safe travel. First bell rings at 10:55 am, and the final bell rings at 11:00 am.

2. How does a Delayed Start schedule work?

- When a Delayed Start is announced, **all schools**, K-12, will begin school two hours later than usual. Dismissal will be at the regular time.
- School buses will run two hours later.
- Students may not arrive early; teachers are on delayed start also. Supervision is not available before that time.

3. How will a Delayed Start schedule be announced?

- As with school cancellations, the announcement will be made on all local radio and TV stations by as close to 6:00 a.m. as possible. Please listen to the radio or TV if road conditions are questionable.
- Please rely on the information announced on the TV and radio, as school office personnel may also be delayed and not available to answer the phone calls.

Any school cancellations or delays are always broadcast on local radio and TV. Please do not call the school office.

DRESS & GROOMING: You may view the entire dress code:

https://www.wcsdpolicy.net/pdf_files/administrative_regulations/5102_Reg-Dress_Code-v1.1.pdf

The home and the school need to cooperate in the matter of dress. School is the child's place of business, and children who are dressed in appropriate school clothing seem to do a better job. Therefore, in order to promote an appropriate academic environment and to provide for your child's safety, students must adhere to the following standards:

- Clothing shall not contain unprotected speech including, but not limited to: obscene, vulgar, or profane language or illustrations; and nothing that promotes illegal activity, including underage drinking, illegal drug use, domestic abuse, gang membership, battery, assault, or other civil or criminal conduct which would violate state or federal law.
- Clothing must cover the body from the chest to below the buttocks including the midriff: shorts, skirts, skorts, and dresses must be appropriate length extending to the student's mid-thigh.
- Head coverings which are neither religious nor medical in nature are not permitted to be worn inside a school building during school hours.
- Proper footwear must be worn at all times and shall not pose a potential health or safety problem.

STUDENT TRANSPORTATION:

It is the philosophy of Washoe County School District Transportation Department that all students are to behave appropriately and respectfully while riding a school bus. Riding a bus is a privilege, not a right. Following the driver's rules is important for your children's safety and the safety of all riders.

FIELD TRIPS

Field trips are an important part of the school program. Washoe County School District policy requires adult supervision on each trip. Field trips must be canceled if enough parents do not volunteer to accompany each class. Please volunteer for at least one trip a year. If you are willing to go with other classes, please let your child's teacher know.

Since school district insurance does not cover pre-school age children riding busses, we are unable to allow pre-school children on field trips.

HEALTH

Should your child be ill or hurt at school, we have a clinical aide who will attend to the child's immediate needs. Sick children, however, belong at home. Please do not send your child to school if he/she has:

- Vomited or had diarrhea in the last 24 hours
- Had a fever of 99.6 or higher in the past 24 hours

- Obvious severe cold symptoms (sneezing, nasal congestion, runny nose, persistent cough, or sore throat).
- Eyes that itch, burn, or are bloodshot or draining (mattered shut in the morning.) These can be symptoms of conjunctivitis or pink eye (usually very contagious and needs treatment by your doctor). A child may return to school after a minimum of 24 hours of antibiotic eye ointment treatment.
- Has a rash or other questionable symptoms.

If your child becomes ill or is hurt at school, we will contact you to take him/her home. If it becomes necessary for your child to take any form of medication at school, a signed note from a parent and doctor must be presented to the clinic.

All medication will be kept in and dispensed through the clinic.

Please contact your physician if you have concerns about your child's health, as the clinical aide is not able to assume responsibility for diagnosing health problems.

HOMEWORK POLICY (PLEASE REVIEW TO BOARD POLICY 6154 for additional information)

https://www.wcsdpolicy.net/pdf_files/board_policy/6154_Policy-Homework-v4_FINAL.pdf

https://www.wcsdpolicy.net/pdf_files/administrative_regulations/6154-Reg-Homework-v5.pdf

Definition: Homework is defined as any schoolwork that is required to be done outside of the regular instructional day and includes assignments of short-term and long-term duration.

PURPOSE

Florence Drake Elementary in accordance with Washoe County School District believes that homework plays an important role in the learning process. The purpose of homework is to reinforce, enrich, and/or extend the concepts which are taught in the classroom.

POLICY

Homework will be regularly assigned to meet student needs appropriate to grade level, subject area, and ability.

The implementation of effective homework practices throughout the district involves the cooperation and support of students, parents, teachers, and administrators.

MAKE-UP WORK must be completed regardless of whether the absence is excused or unexcused. Full credit will be given in cases of excused absences. Make-up work will be lowered by one full grade in the case of unexcused absences.

LOST AND FOUND

All clothing, lunch boxes and book bags should be clearly labeled with student's name. There is a Lost and Found box in the lunchroom. If your child is missing an item, please check the box periodically. Sometimes it takes a few days for the item to make it to the lost and found box. All unclaimed items are donated to charity at the end of each quarter.

PERSONAL BELONGINGS/OTHER PROPERTY

Students are discouraged from bringing valuable items to school such as cell phones and electronic devices. Student belongings or toys that are not part of the learning environment are not necessary at school.

All students are responsible for any instruments, books, equipment, or other items that they have on campus, whether they are owned by the student or have been entrusted to the student by the District or others.

Please be aware that the District is not responsible for any loss, theft, or damage to any such items when in the student's possession or stored/left on campus or other school property.

BICYCLES/SKATEBOARDS/SCOOTERS

Students riding a bike, skateboard or scooter should lock up their item. The school is not responsible for any damage, loss or theft. You may not ride bikes, skateboards, or scooters on school grounds during school hours (9:00-3:00) and for safety we recommend you wear a helmet. During school hours, students must walk their bikes, skateboards and scooters on school premises.

WELLNESS POLICY

Our school follows the Washoe County School District Wellness Policy.

Classroom treats and snacks must be on the approved snack list. Please see list on the Drake website link.

The wellness policy allows for two exemption days. Our exemption days will be the second and last Fridays of the month.

Principal Treats are given on the last Friday of the month.

Policies/Regulations	Links
WCSD Board Policy & Admin Regulations Site	https://www.wcsdpolicy.net/search.php
Safe and Respectful Learning Environment	https://www.wcsdpolicy.net/pdf_files/board_policy/5700_Policy-SRLE-v6_FINAL.pdf
Student Behavior	https://www.wcsdpolicy.net/pdf_files/board_policy/5100_Policy-Student_Behavior-v7_Final.pdf
Student Behavior Manual	https://www.wcsdpolicy.net/pdf_files/manuals/AP-M5115_Office_Of_Student_Family_Supports_23-24_Behavior_Manual.pdf
Student Bullying, Harassment & Discrimination	https://www.wcsdpolicy.net/pdf_files/administrative_regulations/5701-Reg-Student_Bullying-v5.pdf
Gender Identity	https://www.wcsdpolicy.net/pdf_files/administrative_regulations/5161_Reg-Gender_Identify-v2.pdf
Student Dress Code	https://www.wcsdpolicy.net/pdf_files/administrative_regulations/5102_Reg-Dress_Code-v1.1.pdf
Student Uniforms	https://www.wcsdpolicy.net/pdf_files/administrative_regulations/5106_Reg_-_Student_Uniforms-Adoption_Guidelines_School_Site_Policy_v5_FINAL.pdf
Homework	https://www.wcsdpolicy.net/pdf_files/board_policy/6154_Policy-Homework-v4_FINAL.pdf and https://www.wcsdpolicy.net/pdf_files/administrative_regulations/6154-Reg-Homework-v5.pdf
Plagiarism & Cheating Prohibited	https://www.wcsdpolicy.net/pdf_files/administrative_procedures/6642_Admin_Proc_-_Plagiarism_and_Cheating_V4_5.16.24.pdf
Use of Personal Electronic Device by Students	https://www.wcsdpolicy.net/pdf_files/administrative_regulations/5810_Reg_-_Cell_Phones_v1.1.pdf
Responsible Use & Internet Safety	https://www.wcsdpolicy.net/pdf_files/administrative_regulations/7211-Reg-RUA_Internet_Safety-v4.pdf
Student E-mail	https://www.wcsdpolicy.net/pdf_files/administrative_regulations/5007-Reg-Student_Email-v3_FINAL.pdf
Student Attendance	https://www.wcsdpolicy.net/pdf_files/board_policy/5400_Policy-Student_Attendance_v5_Final.pdf
Service Animals	https://www.wcsdpolicy.net/pdf_files/administrative_regulations/7521-Reg-Service_Animals-v5.pdf
Transportation of Students	https://www.wcsdpolicy.net/pdf_files/administrative_regulations/7501_Reg-Transport_of_Students-v9.1_Final.pdf
Release of Students during School Hours	https://www.wcsdpolicy.net/pdf_files/5146_Reg_-_Release_of_Students.pdf
Student Records & Information	https://www.wcsdpolicy.net/pdf_files/board_policy/5000_Policy-Student_Records-v3_Final.pdf
Volunteer Screen & Background Checks	https://www.washoeschools.net/Domain/91 and https://www.wcsdpolicy.net/pdf_files/administrative_regulations/1501_Reg-Volunteers-v1.pdf
Protocols for Visitors to District Property	https://www.wcsdpolicy.net/pdf_files/administrative_regulations/1506-Reg-Visitors-v3.pdf
Student Wellness	https://www.washoeschools.net/Domain/652
Student Medications at School	https://www.washoeschools.net/Page/2895
Student Immunizations	https://www.washoeschools.net/Page/2890

