

BACK to SCHOOL

Student Arrival Times

Children should not arrive earlier than 8:40 AM and should leave as close as possible to 3:00 PM. Jesse Hall can't provide supervision of students before 8:40 AM or after 3:00 PM. If possible, try to schedule appointments before and after school hours as every instructional minute is important!

School Hours

**Kinder – 5th Grade
9:00 AM – 3:00 PM**

- ***Early Release on most Wednesday's @ 2:15 PM***

**Teacher hours: 8:30 AM – 3:30 PM
Office hours: 8:00 AM – 4:00 PM**

**First bell rings at 8:55 AM
Tardy bell rings at 9:00 AM**

Student Absence

Consistent attendance is essential for a child's education; therefore, absences should be kept to a minimum. Students should be in school except in cases of illness or emergency.

**When your child is absent:
Please call the school at 775-425-7755
Please indicate the date(s) and reason for the absence.**

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

BREAKFAST & LUNCH

Students are expected to eat lunch daily.

Lunches cost \$2.80. Students may purchase lunches in advance. Make checks payable to Nutrition Services or WCSD. Please include the child's name, teacher name and room number on the check.

- **Milk can be purchased separately as well, please call for cost.**

You may also pay for lunch online, sign up at www.myschoolbucks.com

There are no microwaves available for students to heat up food brought from home. Due to cost constraints the kitchen will not provide utensils or plates to students who do not purchase lunch.

If your family struggles to provide lunch, please consider applying for Free/Reduced lunch, its confidential for the child & family.

You may pick up an application for Free/Reduced Lunch from the office, or fill out the application at:

<https://rocket.washoeschools.net/>

Breakfast is served at 8:30 AM

3rd, 4th & 5th Grade Lunch: 11:40am

Kinder, 1st, 2nd Grade Lunch: 12:15pm

TELEPHONE USAGE & CELL PHONES

School telephones are limited to school business and emergencies. When cleared through the office, students will be permitted to use the phone. After-school activities should be planned prior to arrival at school. Please limit your contact with classroom teachers during the school day to avoid interrupting instruction.

While cell phones are not prohibited on school grounds, students are required to keep them in their backpacks turned off during school hours (8:45 AM to 3:00 PM) unless a teacher gives their student's permission to use cell phones in class. If it becomes a distraction, cell phones will be confiscated by teachers if students are using the cell phone in class (without permission), or it is ringing during school hours. In this case parents will need to come to school to pick up the cell phone. For additional information visit:

https://www.wcsdpolicy.net/pdf_files/administrative_regulations/5810%20Reg%20-%20Cell%20Phones%20v1.1.pdf

Students Leaving School Early

The only person authorized to initiate early check out for a student is the parent/guardian. For a stepparent, grandparent, friend or other relative to pick up a student early, the office needs a signed note or a phone call letting us know who is coming and when.

The emergency contact on the enrollment form is not authorization for release, but merely an aid to help the school find a parent in case of an emergency. Please be prepared to show identification when checking students out.

For additional information visit:

https://www.wcsdpolicy.net/pdf_files/5146%20Reg%20-%20Release%20of%20Students.pdf

BICYCLES/SKATEBOARDS ROLLERBLADES/SCOOTERS

Any student riding a bicycle or scooter to school must supply a lock and have an understanding of safety. Skateboards, bikes and roller blades are NOT to be ridden on the school grounds OR in front of our school at any time but should be walked while on campus.

DRESS CODE

We expect appropriate clothing at school at all times. No clothing that promotes an illegal activity, including underage drinking, illegal drug use, domestic abuse, gang membership, battery, assault, or any other civil or criminal conduct which would violate state or federal law is permitted. Parents will be notified by phone or a home note when problems occur. If the child's dress is such that the problem cannot be easily corrected for the day by school staff, parents will be called and asked to bring appropriate clothing.

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

CONFERENCE WEEKS

During the 2023-24 school year parent/teacher conferences have been scheduled for:

October 20 – 26, 2023 (Fall Conference Week)
February 12 -16, 2024 (Spring Conference Week)

- Students will be dismissed early at 12:50 PM both weeks.

Please contact the teacher before conference week if you are concerned about your child. You can contact the teacher during regular school hours at any time during the year. If you can't make a scheduled conference, please call to reschedule.

REPORT CARDS

Report cards are issued quarterly. S & I (Satisfactory, Improvement Needed) are given in grades 1 and 2. Letter grades A, B, C, D and F are issued in grades 3 through 5. Parents should contact the teacher whenever a question or concern arises.

Communication

We have several ways of trying to keep parents informed. We hope you will call or come in whenever you need information or help.

- ❖ Please check with your child's teacher or the office for assistance in using this important tool.
- ❖ The Jesse Hall Reader Board will have important dates and reminders posted weekly.
- ❖ The WCSD ConnectEd system informs you of your child's attendance and important events at the school through telephone calls, email and texting.
- ❖ The Hall website @ washoeshools.net/hall
- ❖ Teachers send home weekly folders with flyers, newsletters, etc.

School Volunteers

For the safety of all children, WCSD has a volunteer screening policy which requires that all volunteers complete a School Volunteer Application (annually) with a picture ID check (driver's license, passport, etc.) and submit to a background check. Some volunteer opportunities also require fingerprinting. Applications are available in the school office or on the WCSD webpage at:

https://www.wcsdpolicy.net/pdf_files/administrative_regulations/1501_Reg-Volunteers-v1.pdf

Most volunteers may begin volunteering 3 weeks after the volunteer application has been turned in to the school office, unless otherwise notified, and is good for a twelve (12) month period. Additionally, volunteers need to sign in at the office each time they visit and wear a "volunteer/visitor ID badge". Due to liability issues, children and siblings are not allowed in any of the faculty work rooms. Thank you!!

Student Drop-Off and Pick-Up

Student safety is always a concern at Jesse Hall Elementary School. There are a number of areas where students can be safely dropped off or picked up.

- All student drop-off & pick-up is on Shelby Drive or in the south parking lot in the yellow "Loading Zone"
- Please do not park or pick up students in any area designated for buses to load/unload.
- Please do not double park when picking up a student. It is very dangerous for children to walk between cars for a ride.
- Please follow the directional arrows to help alleviate traffic jams during peak times, 15 minutes prior to school starting and 15 minutes after school ends.

Please be respectful of our neighbors around Jesse Hall E.S. and give appropriate consideration when picking up or dropping off your children.

- Please do not block a neighbors' driveway.
- Please do not use neighbors' driveways or adjacent properties as turn around areas.
- Please help our school provide a safe environment for your children.

Delayed Start Procedures

The WCSD has a policy of delaying the start of a school day by two hours if the weather leaves roads unsafe.

Parents will receive a phone call at home through the Connect-Ed system notifying a Delayed Start, or you can tune into local TV and radio stations after 6:00 AM. There will also be a sign posted in the front door of the school notifying of a Delayed Start.

During a Delayed Start there will be NO PERSONEL at the school to watch students. It is very important that you do not drop off your child until the new scheduled time (10:40 AM).

- Busses will also run two hours later.
- Students should not arrive before 10:40 AM on a two-hour delay.

Student of the Month Award

Each month students are selected by their teacher as a Student of the Month. Criteria may include hard work, strong effort, and improvement in either academics or behavior.

Positive Behavior Interventions & Supports Program

Jesse Hall ES has adopted a school-wide positive behavior interventions and supports program in order to establish norms for school behavior and encourage character development. The following expectations will be taught to students and reinforced by all school staff.

The 3 B's to Blaze a Trail for Success

 Be **Safe**

 Be **Responsible**

 Be **Respectful**

Students earn Blazer Bucks for Positive Behavior at school and are able to shop at the Blazer Buck Store for prizes. For additional information visit: https://www.wcsdpolicy.net/pdf_files/board_policy/5100_Policy-Student_Behavior-v7_Final.pdf

Telephone Numbers & Emergency Contact Information

Please make sure to notify the office of any changes to your telephone numbers, email addresses, or emergency contacts. It's important to have the most current information in our records in case we need help in an emergency.

MEDICATION

Please obtain the "Consent and Request for Medication Assistance During School Hours" form from our clinical aid. No medication can be dispensed without this form on file. All medication will be kept in a locked cabinet and dispensed by the clinical aide, school nurse or secretary. (Exception: inhalers may be carried by the student)

LOST AND FOUND

Lost and found is located in the Quad area. Labeling items is very helpful. Unclaimed items will be donated to charity during the school year.

FIELD TRIPS

Field trips are taken to enhance the curriculum and expand what is being taught in our classrooms. Due to liability issues, siblings are not allowed on field trips. Parents may be asked to chaperone for disciplinary reasons, or to maintain district student to adult ratios. Parents must have a volunteer application on file to chaperone.

PERSONAL PROPERTY/BELONGINGS

Please leave toys and valuable items at home, including (but not limited to) iPods, Gameboys, Pokemon cards, etc. The district is not an agent for any student and is not responsible for losses, theft or damage to items brought to school by students or stored/left on campus or other school property. All students are responsible for instruments, books, and equipment entrusted to them by the school district.

Health

When Should Your Child Stay Home?

- ❖ Has signs & symptoms of COVID-19 as listed on the CDC COVID Website.
- ❖ Has an undiagnosed fever of 100.4 degrees or higher, vomiting or diarrhea
- ❖ Has an undiagnosed skin rash
- ❖ Has purulent drainage from eyes, nose, or ears
- ❖ Appears mildly ill and is unable to participate in normal school activities
- ❖ Needs more care that can be provided by school staff

In most cases your child may return to school:

- When signs & symptoms are completely resolved
- When the student has been home, and without symptoms of fever, vomiting, or diarrhea for 24 hrs.
- When the student is cleared by the school nurse prior to returning to call
- **For guidance around Covid-19 and exclusions**
Please visit the Student Health Services page at washoeschools.net for more information

Multi-Tiered Systems of Support

Occasionally students encounter difficulties with academics, behavior or attendance that requires assistance to solve. Our MTSS/IAT team meets before school hours to discuss the situation confidentially and develop interventions to help the student. If parents or teachers have concerns about a student, an appointment can be made by contacting the classroom teacher or school counselor at 425-7755.

Literacy/ELA and Math Blocks

In order to emphasize strong reading and writing skills & Mathematical practices Jesse Hall ES has implemented Uninterrupted Blocks of time in each of these CORE academic areas. According to the state of Nevada each of our K-5 teachers are required to teach Literacy/ELA and Math Blocks for the following number of minutes each week:

- K-1-2 = (Literacy/ELA = 395 Minutes) & (Math = 365 Minutes)
- 3-4-5 = (Literacy/ELA = 355 Minutes) & (Math = 365 Minutes)

Please see your child's teacher for exact times when these Literacy/ELA and Math blocks are begin taught and please try to schedule appointments to avoid students arriving or leaving during these times.

Emergency/Crisis Procedures

We have developed an emergency plan at Jesse Hall that enables us to provide the best protection for our students and staff. Please be aware of the following guidelines:

- **In case of an emergency, DO NOT call the school. It is imperative we have our lines open for out-bound communication.**
- **If there is a crisis, you will be notified by the school or TV/radio station.**
- **If it becomes necessary to evacuate the school, NO ONE will be allowed to take students from the school. We must account for ALL students. Students will be transported to a location designated by the Superintendent. Notification of evacuation will be broadcast on local radio and television stations.**
- **Only parents will be authorized to take a student from the evacuation point.**
- **DO NOT come to the school if you hear of an emergency. Wait until you hear from the school this action is safe. Private vehicles and/or extra people could block the passage of emergency vehicles or impede the safety of students.**
- **Please remember to stay calm and alert. Our behavior has a direct bearing on children's feelings and state of security.**

PLAYGROUND RULES

1. Follow directions of the duty teachers.
2. Play in designated areas only.
3. Respect others.
4. Communicate respectfully.
5. Treat school facilities with respect.
6. Line up immediately when the bell rings.
7. Use authorized school equipment correctly/safely.

CONSEQUENCES

1. Verbal warning.
2. Time-out area.
3. Citation issued.
4. Principal/Dean office visit.

PLAYGROUND EQUIPMENT

1. Go down slides one student at a time and feet first.
2. Chasing or tag games are not allowed on or near the climbing equipment.
3. Walk up and down the stairs.
4. Jumping from any part of the equipment is not allowed.

Students should demonstrate mutual respect for each other and all adults. We have a ZERO TOLERANCE POLICY towards any kind of aggression or violence.

For additional information visit:

https://www.wcsdpolicy.net/pdf_files/administrative_regulations/5701-Reg-Student_Bullying-v4.2_FINAL.pdf

LUNCHROOM POLICY

All students are expected to use good manners in the lunchroom.

1. Use quiet voices.
2. When you finish eating.
 - a. Clean up floors, tables.
 - b. Wait to be dismissed.
3. Raise hand for assistance

CONSEQUENCES

1. Students to be silent when lights are off
2. Sit at the time-out table until end of lunch
3. Clean cafeteria, outdoor playground, or detention

HALL/BUILDING POLICY

1. Keep hands, feet, and objects to yourself.
2. Walk quietly at all times.
3. A hall pass MUST be used.
4. Hall policy MUST be strictly followed during fire drills.
5. NO GUM on school campus.

CONSEQUENCES

1. Students may be asked to return to their original place to try appropriate hall passing.
2. Detention may be assigned.
3. Loss of recess.

Transportation Policies

1. Remain in seat at all times
2. Follow the directions of the driver
3. Use quiet voices
4. Keep hands, feet, and objects to yourself
5. No food or drinks on the bus

Consequences:

1. Student conduct report issued-parent signature required.
2. Change of seating assignment and same as above.
3. Citation issued-Principal referral
4. Second citation-up to 5 days suspension and parent notification.
5. Third citation-may result in permanent suspension, conference with parent, driver, transportation department and Principal.

Positives:

1. Students may listen to music
2. Students may select seating assignment
3. Periodic treats at the discretion of the driver

For additional information visit:

https://www.wcsdpolicy.net/pdf_files/administrative_regulations/7501_Reg-Transport_of_Students-v9.1_Final.pdf

Library Policy

1. Quiet voices in library
2. Keep hands, feet and objects to yourself
3. Follow directions
4. Handle books with care
5. A fine will be assessed for lost/damaged books.
6. All books to be turned in before vacations.

WCSD Student Wellness & Nutrition Policy

All schools within the WCSD are subject to strict nutrition regulations for any and all food that is served to students on school property by school administration outside Nutrition Services any time before, during and up to half an hour after every school day." This means we must monitor treats coming into the school and provided for all students, such as family bringing in cupcakes for a birthday celebration. Schools are given 2 exemptions days per month which teachers/staff can offer treats to students. Please review the calendar for dates marked "Approved School Wide Snack Day". We also encourage parents to celebrate birthdays with other treats that are not edible such as birthday pencils, stickers, erasers, etc.

For the entire Student Wellness Policy at WCSD and a list of snacks that comply with Nutrition Guidelines, please go to the WCSD webpage, click on Students and Parents and click on Student Wellness. For additional information visit:

<https://www.washoeschools.net/Domain/652>

Animals at School

WCSD does not allow animals in the classroom, this includes dogs and cats. The exception is Service Animals; therapy animals are prohibited. We must keep in mind that even small animals may cause an allergic reaction for some students and staff. Animal urine and feces may also create a potential health hazard. Finally, certain reptiles such as iguanas have been known to carry the salmonella bacteria and are not allowed on campus. If you bring your pet on campus after hours, please make sure it's on a leash and away from classroom doors and the playground. For additional information visit:

https://www.wcsdpolicy.net/pdf_files/administrative_regulations/7521-Reg-Service_Animals-v5.pdf

HOMework MAKE-UP POLICY

Average homework times are suggested total time recommendations only and are not meant to be minimum or maximum times. If your child is spending an inordinate amount of time doing homework, please contact your child's teacher. Students are encouraged to pursue non-assigned, independent leisure reading. *Homework is not assigned over fall, winter, or spring breaks.*

Kindergarten: 15 min. per night

Grades 1-3: 30 min per night

Grades 4-6: 45 min per night

Homework for practice or preparation is assigned to build skills and understanding. At the elementary level, homework for practice or preparation should not count as part of the academic grade. Homework scores should be reported as part of the "Learner Responsibility" category.

HOMework MAKE-UP POLICY

- ❖ All homework that was missed should be able to be made up.
- ❖ Excused absences-students can take as many days as they were absent to complete missed work.

STUDENT RESPONSIBILITIES

- ❖ Homework is a positive tool
- ❖ Ask for help if you don't understand something
- ❖ Keep a record of assignments
- ❖ Have materials available
- ❖ Schedule a regular homework time when possible.
- ❖ Be responsible-turn in your homework
- ❖ If absent, ask for assignments when you return

PARENT RESPONSIBILITIES

- ❖ Reinforce the value of homework
- ❖ Set a specific time and place at home to complete homework
- ❖ Guide your child in doing his/her homework and encourage him/her to give their best effort.
- ❖ Set up a meeting with the teacher if concerns arise.
- ❖ Show interest in your child's work, but let your child complete his/her own work.

TEACHER RESPONSIBILITIES

- ❖ Communicate homework expectations to parents
- ❖ Assign, check, evaluate and return student homework in a timely manner
- ❖ Homework is not given as punishment
- ❖ Monitor students' completion and progress with homework.

Students are encouraged to pursue non-assigned, independent leisure reading. *Homework is not assigned over fall, winter or spring breaks.*

Kindergarten: 15 min. per night

Grades 1-3: 30 min per night

Grades 4-6: 45 min per night

Homework for practice or preparation is assigned to build skills and understanding. At the elementary level, homework for practice or preparation should not count as part of the academic grade. Homework scores should be reported as part of the "Learner Responsibility" category.

WCSD ATTENDANCE POLICY

The attendance policy is designed to keep students in school and provide them access to curriculum.

- Regular class attendance by students contributes to the educational process and is necessary to satisfactorily complete the requirements of any class or subject offered.
- If an attendance concern begins to occur, counselors, teachers and administrators are expected to work cooperatively with the student and parent(s)/guardian(s) to attempt to resolve the situation so that the school can continue to work towards the academic, social, and emotional growth of the student.
- Faculty and staff recognize their responsibilities to encourage students to attend school and to conduct the curriculum in such a manner as to provide for the individual needs of students.
- In accordance with state law, children enrolled in a District school must meet the minimum student attendance requirement as established in this policy and any implementing regulations or procedures.
 - Children between the ages of 7 and 18 years shall be enrolled in and attending school unless the student has graduated from high school. These compulsory age limits, including age of entrance, shall be followed by the district's schools.
- No student shall be retained at the elementary or middle school level due strictly to attendance.
- Compliance procedures will include:
 - Monitoring & reporting student attendance.
 - Communicating attendance, to include potential concerns, to the student's parent/guardian
 - Ensure protocols exist to enable students to make-up work as a result of missed school time.
- Identifying students deemed a habitual truant, investigating the cause(s) of the behavior, and
 - consideration of modifications of the student's educational program to provide opportunities for success
 - Providing for interventions for students in danger of losing credit as a result of poor attendance or truancy; and
 - Students attending distance education, online courses, and any other hybrid learning model.

For additional information visit:

https://www.wcsdpolicy.net/pdf_files/board_policy/5400_Policy-Student_Attendance_v5_Final.pdf