

The ABC's of Libby Booth Elementary School



A Family Handbook

Disclaimer: Due to COVID-19, some of the items in this document may not apply, as processes and procedures have been updated to ensure all needed safety protocols are in place. 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 <https://www.washoeschools.net/Policy>.

Absence Awareness: If your child will be absent, please call **333-5140** to leave a message. Please state your child's name, grade, teacher and reason for absence. If you know your child will be absent for more than one day, please advise the reason and number of days of expected absence. The school will begin their safe to school calls if we have not heard from parents by 10:00 a.m.

Attendance: In keeping with the district's attendance policy, which states that students are required to attend school for at least 90% of the school year, we strongly encourage regular attendance. Consistent attendance by the child is essential to his or her education progress; therefore, absences should be kept to a minimum. When your child returns to school, a written note must be sent stating date of absence, reason for absence and your signature. Absences for reasons other than illness or medical appointments must be pre-arranged through the principal.

Make-up work must be completed regardless of whether the absence is excused or unexcused. Make-up work may be picked up by your child upon their return to school. S/he will be given a like amount of time plus one day to complete the work. Please remember that much of what your child learns comes directly from one-on-one contact with the teacher. It cannot be duplicated on a piece of paper. We appreciate your help in this matter. Please see the "Parents" tab on the district's website for the state attendance policy.

Arrival and Dismissal: Supervision of the playground begins 15 minutes before the bell. Please do not send your child to school early as there will be no adult on the playground. Promptness to class is extremely important (first bell rings at 8:55 am). Students are to be lined up outside classroom when the final bell sounds (9:00 a.m.). Interruptions due to tardiness take away teaching time, which is unfair to those students whom are using this time to learn. Student whom are tardy are to report to the office as soon as they arrive at school.

Students are not to linger on the playground after school. Students need to leave school immediately and check in at home to ensure all children return to home safely and on time. Students riding the bus are to load the bus immediately and not wait or huddle with friends outside of the buses.

Bullying: Bullying has become a frequently used term to describe tension between students. At Booth, we take incidences of bullying very seriously. Washoe County School District has a specific policy and procedures in place for school administrators to use when working with cases of bullying. The law defines bullying as: "***Bullying" means a willful act or course of conduct on the part of one or more pupils which is not authorized by law and which exposes a pupil repeatedly and over time to one or more negative actions which is highly offensive to a reasonable person and is intended to cause and actually causes the pupil to suffer harm or serious emotional distress.***" There are four types of bullying; physical, social/emotional, verbal and cyber. At Booth, we work to teach our students the definition of bullying, ways to combat it and the difference between acts of bullying and mutual conflicts between students.

Bullying Prevention: Help your child determine the FACTS about what actually happened, help or differentiate the difference between teasing or rude comments and actual bullying behavior (see above for definition of bullying). The staff at Booth work to

teach our students how to handle conflict as well as appropriate problem-solving skills when dealing with a peer conflict. Five tips to help parents prevent bullying: 1) talk with and listen to your child(ren) every day 2) Spend time at school and recess 3) Be a good example 4) Create healthy anti-bullying habits (model appropriate conflict resolution) 5) Make sure your child(ren) understand bullying.

Bicycles/Scooters: Any student riding a bike or scooter to school must supply a lock. The school is not responsible for any damage, loss or theft. Bikes or scooters must not be ridden on the school grounds. Once on school grounds, students will walk their bicycles and carry their scooters. Failure to obey rules may result in loss of your bike/scooter privileges for a determined length of time.

Bear Trackers: A student may be issued a “BEAR TRACKER” as a warning for not following our Bruin expectations. Trackers are meant to help students become aware of his/her behavior in order to prevent an office referral being issued. Students may receive up to three BEAR TRACKERS, after the third BEAR TRACKER, an office referral will be issued to the student.

Cell phones: Cell phones are to be turned into the teacher when entering the classroom at the start of the day. **The phones will be locked in a cabinet and given back to the students at dismissal.** If a student refuses to comply with this procedure, parents will be called to come and collect the student’s phone.

Conferences: Parent-Teacher Conferences will be scheduled twice a year and are typically held in October and March. During conferences parents and teachers will discuss current student data, strategies for helping students at home as well as setting academic and social emotional learning goals for students. Please make every attempt to attend. However, if you have a concern during any time of the school year, please feel free to schedule a meeting with your child’s teacher. An appointment may be made by contacting the teacher directly.

Counselor: Our counselor offers classroom guidance, friendship groups, and can assist families and children by helping to identify those children who may need additional academic testing. Our counselor also has helpful information on parenting and community resources.

Connect-Ed: Connect-Ed phone calls are a communication tool to relay messages of importance. Connect-Ed calls or emails may be placed weekly or every other week depending on the need to communicate with our families. Please inform the office if you are not receiving these calls or emails.

Discrimination: In alignment with the cultural competency policies set by the Washoe County School District, discrimination of any form will not be tolerated. If you or your child feels as though you/he/she has been discriminated against, please contact school administration immediately. 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 regulation. 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.

Dress Code: Booth Elementary requires students to follow the WCS D dress code. Students may not wear clothing which promotes any 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. The entire dress code policy is available for review on the district web site. **Additionally, hats, including hoods, may not be worn inside at Booth Elementary.**

Emergency Information: For the safety of your child due to illness or accident it is imperative that the school have your current telephone numbers for work and home. PLEASE CONTACT THE SCHOOL IMMEDIATELY SHOULD A CHANGE OCCUR. Please complete the emergency information form when enrolling your child(ren) which advises us of those individuals who are allowed to pick up your children in the case of illness or accident. We will call an emergency contact in an emergency if we cannot get in touch with parents. These individuals must be 18 years or older. **We need a note from the parent/guardian if an emergency contact other than the parent/guardian is picking up a student during the school day.** If you plan on being out of town for a day or longer, please let the school know who will be responsible for your child in case of illness or accident.

Electronic Devices: As the popularity of electronic devices increases, so do the incidences of students bringing them to school. Please know that iPods, iTouches, and any portable gaming device are prohibited from school and will be confiscated and kept in the office until a parent is able to retrieve it.

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 s/he has had the following in the last 24 hours:

1. Is vomiting
2. Has a temperature of 100.0 or higher
3. Has diarrhea
4. Has obvious severe cold or flu symptoms (sneezing, congestion, running nose, persistent cough or sore throat)
5. Has red, itchy, burning eyes with drainage. This can be a symptom of conjunctivitis/ pink eye (usually very contagious and requires treatment by your doctor). A child may return to school after a minimum of 24 hours of antibiotic treatment.
6. Has a rash

Homework: WCS D defines homework as: "any school work that is required to be done outside of the regular instructional day, and includes assignments of short term and long term duration. Homework sent home at Booth only consists of nightly required reading and work that the student has not finished.

***I*nfinite Campus:** The Infinite Campus Parent Portal is the system of communication between teachers and students. Parents who visit the portal will see their child's grades, attendance information, behavior reports and any other messages from the teacher and school. We highly recommend that parents utilize the parent portal to its fullest capacity as it is an excellent source for keeping track of your child's progress in school. You can access the parent portal by visiting the school district website. An entry or login key is required for first time users. Please contact the school office for information regarding the login in key.

***I*nclement Weather:** Occasionally, WCSD will call a delayed school start due to poor road conditions. In the event that a delayed school start is called:
The district will notify all families through a Connect Ed phone call. If you are not receiving the call please contact our school secretary so that we may update your information in Infinite Campus.

- School district announcements are made through the various news channels, radio stations and the school district website at <http://www.washoe.k12.nv.us/>
- If a two hour delay is called, Booth Elementary School will start at 11:00 am and your child's bus will leave the bus stop two hours later than the normally scheduled time (example: if your child's bus leaves the bus stop at 8:00 am it will leave at 10:00 am on a two hour delay).
- **Please do not drop off your child prior to the delayed start time as there will be no supervision for our students prior to school starting.**
- If a delayed start is called on a Wednesday, school is released at 3:00 pm.

***L*eaving School Grounds:** If a child must leave during any part of the school day, a note should be presented to the teacher that morning advising when the student will be leaving and who will be picking up the student. The student will ONLY be released to an authorized adult. Parents/legal guardians must inform the school that an adult other than them will be picking up their child. Students will not be released to any adult, including emergency contacts in IC without a parent/guardian consent. It is essential that parents keep IC updated throughout the school year. **The adult must come into the office and sign the student out.** The student needs to come through the school office if s/he returns before the end of the day.

***L*ibrary Rules and Book Fairs:** Remember to keep books in a safe place when your child brings them home from the library. The family is responsible for paying the fines if a book is damaged or lost. Your child has a specific day each week to visit the library in order to check out or return books. Book Fair dates are available on the calendar.

***M*edication:** The district has well defined, strict policies dealing with children in grades K-8, who are required to take medication at school. Please see Policy on Administration of Medication which is available in the clinic. If your child requires medication during school hours, see the Consent and Request form for your physician included in the above-referenced Policy on Administration of Medication.

Nurse: A school nurse is assigned to Booth but is not in attendance every day. Therefore, other school personnel will be dealing with children who are injured or ill in the nurse's absence. The nurse is in touch with the school at all times and is available for emergencies. No one, including the school nurse, is qualified to diagnose or treat a student's illness. Some services a school nurse provides are: screening for scoliosis, visual and hearing problems; health appraisal and health counseling; conferencing with parents; communicable disease control; checking for a healthful and safe environment; and health education.

Nevada Academic Content Standards: Formerly referred to as Common Core State Standards. These are the recently adopted curriculum standards for learning. Booth teachers use these standards when designing rigorous learning activities for our students. NVACS require our teachers to instruct with a greater depth of knowledge in order to help deepen our students' understanding of the content being taught.

Office Referrals: Office referrals are part of our progressive discipline plan and are given to students as a consequence for negative behavior. Office referrals are typically sent home as part of our parental notification and are documented on Infinite Campus.

Personal Belongings/Property: Students are discouraged from bringing **personal** items to school. Students **must** leave ALL toys at home, **this includes balls**. 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 WCSD or by others.

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

Progress Reports: At Booth, it is up to the individual teacher or grade level as to whether or not midterm progress reports are sent home with students. However, we want to continually encourage our families to use the Infinite Campus parent portal to check the progress of their child(ren).

Positive Behavior Intervention Support: Positive Behavior Support or PBIS is the multi-tiered system put in place at Booth in order to take a proactive approach to school wide and individual discipline issues. Please see our complete information guide regarding PBIS on our website.

Report Cards: Booth sends home report cards aligned with our new balanced calendar. They will be issued throughout the year and are designed to give you a written report of your child's progress.

Response to *Intervention*: Response to Intervention (RTI) is a system of support for students struggling to work at grade level. If a student is struggling, the teacher will begin conversations with parents as well as the *Intervention Assistance Team* regarding ways to provide direct assistance to the student in the attempt to bring him/her up to grade level. Response to Intervention has three different “Tiers”. Tier I represents the general population or students performing at grade level. Tier II is the first level of small group instruction. If your child is placed in Tier II, the teacher will contact you via phone and send a letter home indicating the placement. If a student continues to struggle in Tier II, he/she will be placed in Tier III. Within the Tier III level, interventions are changed and the focus is more intensive. When a student is placed in Tier III, the parents are to be contacted and the teacher is required to meet with the parents to explain the process. This system is also used for students struggling with appropriate behaviors.

Safety: WCSD along with Booth have very strict safety procedures put in place in order to ensure that all of our students are kept safe while at school. Please see the district website for more detailed information regarding lock down and other district procedures.

Social *Emotional Learning*: Social and Emotional Learning (SEL) takes into account the non-academic life skills necessary to be successful. SEL helps students to understand oneself and their role in their own learning. SEL is comprised of five standards: Self Awareness, Self-Management, Social Awareness, Relationship Skills and Responsible Decision Making.

Visitors/*Volunteers*: Parents, guardians and family members are encouraged to volunteer at Booth in a myriad of ways. Volunteering in the classroom and as a crossing guard are all greatly appreciated. All visitors must report to the front office to sign in, register and receive a visitor badge. For the safety of all children, WCSD has a volunteer screening policy which requires that all volunteers complete a School Volunteer Application 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.washoeschools.net/Page/3689>. Most volunteers may begin volunteering immediately after the volunteer application has been turned in to the school office, unless otherwise notified and is good for a twelve (12) month period.

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