

Echo Loder Elementary School

"A school where every child has an equitable opportunity to reach proficiency, graduate from high school, and achieve success in career or college."

600 Apple Street, Reno, NV 89502

775-689-2540

<https://www.washoeschools.net/loder>



2022 - 2023 Parent Handbook

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.

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.

Staff List

Name	Position		Name	Position
Marcus Culpepper	Principal		Angelica Morales	Pre-K
Nicole Howard	Assistant Principal		Marissa Gonzalez	Kindergarten
Stacey Quiriconi	Data Coach		Tori Kenney	Kindergarten
Anna Williams	Learning Facilitator		Shannon Brust	Kindergarten
Kristin Kwitek	Computer		Angela Benton	1 st
Valerie Keglovits	Librarian		Jennifer Smiley	1 st
Luciana Hansen	Special Education		Courtney Scott	1 st
Joanne Ault	Speech		Julianne Baumgartner	1 st
Kristy Keely-Goldberg	Psychologist		Kelsey Parker	2 nd
Manual Magana	Counselor		Heidi Poindexter	2 nd
TBD	Social Worker		Julie Henderson	2 nd
Sandra Allen	Secretary		Melissa Rainey	2 nd
Tomas Barazza	Clerk		Ashley Butera	3 rd
Lorena Reyes	Face		Tanya Coleman	3 rd
Marta Lara	Clinical Aide		Janet Oade	3 rd
Corri Johnson	Nutrition Services		Stacie Aranda	3 rd
Maria Ellison	Nutrition		Michaela Ports	4 th
Bobby Allen	SFC		Carrie Acosta	4 th
Juan Martinez	Custodian		Carli Becks	4 th
Raymond Hayes	Music		Julie Smith	5 th
Angelica Reyes	Team Up		Andrea Glover	5 th
Christina Boland	EL		Monique Harrill-Bollman	5 th
Julia Capallupo	EL		Mary Morton	5 th

School Map

INSERT MAP SCREENSHOT HERE

2022-2023 SCHOOL YEAR CALENDAR		
August 15	Monday	First Day of School for Grades 1-5
August 15-19	Monday - Friday	Kindergarten Testing Week
August 15	Monday	First Day of School of Kindergarten Students
*September 5	Monday	Holiday - Labor Day - School and Office Closed
September 14	Wednesday	Fall Picture Day
*October 3-7	Monday - Friday	Fall Break - School and Office Closed
October 21	Friday	End of Grading Period
October 21-27	Friday - Thursday	Conference Week (School Day releases at 12:50)
October 26	Wednesday	Fall Picture Make-Up Day
*October 28	Friday	Holiday - Nevada Day Observance - Schools and Offices Closed
*November 11	Friday	Holiday - Veteran's Day - Schools and Offices Closed
*November 23-25	Wednesday - Friday	Thanksgiving Break - School and Office Closed
December 22	Thursday	End of Grading Period

*December 23	Friday	Teacher Work Day - School Closed for Students
*December 26-January 6	2 Weeks	Winter Break - School Closed to Students
January 9	Monday	Start of Second Semester
*January 16	Monday	Holiday - Martin Luther King, Jr. Day - School and Office Closed
February 6	Monday	Kindergarten Cap & Gown Picture
*February 20	Monday	Holiday - Presidents' Day - School and Office Closed
March 17	Monday	End of Grading Period
*March 20 - March 31	2 Weeks	Spring Break - School Closed to Students
April 12	Wednesday	Spring Picture Day
May 1-5	Monday - Friday	Teacher Appreciation Week
*May 29	Monday	Holiday - Memorial Day - School and Office Closed
June 9	Friday	End of Grading Period & Last Day of School

***Indicates no school for students**

Daily Schedule

<u>Gates Open & Students go to Playground</u>	8:45	Students will enter through designated gate (page 14)
<u>First Bell</u>	8:55	
<u>Tardy Bell</u>	9:00	
<u>Breakfast in the Classroom Served</u>	9:00 - 9:15	
<u>Lunch</u>		
1 st & 2 nd	11:30 - 12:00	
3 rd & 5 th	12:00 - 12:30	
K & 4 th	12:30 - 1:00	
<u>Recess</u> - Please consult your child's teacher for their designated recess time.		
<u>Dismissal</u>	3:00	
(see pages 9 and 15 for exiting schedule and dismissal time for your student)		

Early Release Days (Wednesdays):
Conference Week (10/21-10/27):

Dismissal is 2:15
Dismissal is 12:50

Echo Loder Policies and Procedures 2022-2023

These policies and procedures have been developed with the Governor's directives & the WCSD's guidance in consideration to help ensure student and staff safety during the COVID-19 pandemic. These guidelines are subject to change as the state and district guidelines and directives change due to the COVID-19 pandemic. For the most recent and up to date information, please visit the Washoe County School District website at www.washoeschools.net.



If you are feeling ill, please call 775-689-2540 so that we can assist you.



Washoe County
School District

COVID-19 Screening Tool

Information in this screening tool is explained in the WCHD WCSD Outbreak Response Plan, online at WashoeSchools.net/Reopening.

Before leaving for school everyday, ask 3 questions.

1. Have you (staff member or student) had any new or unusual symptoms in the last 24 hours (even if you have been fully vaccinated)?

① One (1) or more of the following symptoms:

- ☐ Fever (temperature $\geq 100.4^{\circ}\text{F}$ at rest)
- ☐ Respiratory symptoms (cough, shortness of breath, and/or difficulty breathing)
- ☐ New loss of smell or taste

OR

② Two (2) or more of the following symptoms:

- ☐ Chills
- ☐ Sore throat
- ☐ Feeling cold and shivering
- ☐ Fatigue
- ☐ Muscle pain or aches
- ☐ Nasal congestion
- ☐ Headache
- ☐ Nausea
- ☐ Vomiting (if only symptom, 48-hour exclusion¹.)
- ☐ Diarrhea (if only symptom, 48-hour exclusion¹.)

NO

2. Has someone in your household been diagnosed with COVID-19 (by testing positive or diagnosed by a healthcare provider)?

NO

3. Have you been in close contact² with a person diagnosed with COVID-19 while the person was contagious³.

NO

You answered NO to all 3 questions.

You do not have symptoms and have not been exposed.

- ▶ Go to school/work.
- ▶ Continue to monitor your health.
If you begin to feel unwell or are notified of an exposure, use this tool and take action.
- ▶ Practice healthy habits and good hygiene.

¹ 48-hour Exclusion: Stay home 48 hours after symptom stop without medicine.

² Close Contact: Within 6 feet for 15+ minutes over 24 hours or any direct contact.

³ Contagious: 48 hours before symptoms began until recovered.

⁴ Recovered: Meet all three criteria (1) 10 days passed since symptoms began, (2) no fever, diarrhea or vomiting in last 24 hours (without medicine), AND (3) other symptoms are improving.

YES

YES - You have symptoms.

If you answer YES to symptoms ① or ②, you may have COVID-19.

- ▶ Do **NOT** go to school/work.
- ▶ Communicate with your school/supervisor.
- ▶ STUDENTS: Contact healthcare provider or WCHD.
- ▶ STAFF: Contact your healthcare provider or WCSD Employee Health Nurse at (775) 348-0338.
- ▶ Wait at least 72 hours (3 days) after symptoms begin before being tested to avoid inaccurate test results.
- ▶ ISOLATE at home until:
 - (1) you have RECOVERED⁴ -OR-
 - (2) you test negative for COVID-19 (lab result req'd) -AND- satisfy exclusion criteria for your illness¹.

YES

YES - You may have been exposed to COVID-19.

If you answer YES, you may have been exposed to COVID-19 and are a Close Contact².

If you develop symptoms at any time:

- ▶ ISOLATE at home -AND-
- ▶ Follow "If you answer YES to symptoms" (above).

If you are FULLY VACCINATED -OR- you tested positive for COVID-19 in the previous 90 days (lab result required):

- ▶ Return to school/work -AND- monitor symptoms.

If you are NOT fully vaccinated -AND- have not tested positive for COVID-19 in last 90 days (lab result required):

- ▶ Do **NOT** go to school/work.
- ▶ Communicate with your school/supervisor.
- ▶ QUARANTINE at home for 10 days following your last close contact with any CONTAGIOUS³ person -OR- you may TEST OUT of QUARANTINE (below).

When someone in your household has COVID-19, you are continually exposed unless you are able to ISOLATE from the person. Anyone in the household who is not fully vaccinated and has not tested positive with COVID-19 in the last 90 days, must QUARANTINE while anyone in the house is CONTAGIOUS -AND- an additional 10 days after last person has RECOVERED. You may TEST OUT of last 10 days of QUARANTINE.

TEST OUT of QUARANTINE

If you are told to QUARANTINE due to an exposure, you may return on or after day 7 of a 10-day QUARANTINE if:

- (1) you have no symptoms -AND-
- (2) COVID-19 test is performed on or after day 5 -AND-
- (3) COVID-19 test result is negative (lab result required).

ARRIVAL 8:45 - 9:00 AM

- Students will enter and exit the building via their assigned gate and head straight to the playground
- Staff will be in front of the building to support students in entering the appropriate gates.
- **STUDENTS SHOULD NOT GATHER OUTSIDE THE BUILDING BEFORE SCHOOL**
- Breakfast in the Classroom will be served to students starting at 9:00 AM.
- Tardy students (not in the classroom when the 9:00 am bell rings) are to line up outside in front of the building and wait on the markers. Office staff will take their information, provide a pass, and direct them to proceed to class.

DISMISSAL 3:00 PM

- **It is imperative that all students are picked up each day at the 3:00 pm bell and are safely accounted for by 3:10 pm.** Any child not picked up will be expected to wait outside the school office.
- Students are to exit the building upon dismissal via their assigned gate
- Students and parents should not wait in the bus zone.
- Teachers will walk their classes out of their assigned gate.
- Students should leave campus as quickly as possible.

Arrival and Dismissal Gates

B Gate

- A Building, Rooms 20-25
- Left Side of B building, Rooms 32-34, Library

C Gate

- Right side of B Building, Rooms 35-39
- C Building, Rooms 40-45

Dress Code

- Echo Loder Elementary School does not have a school uniform; however, all WCSD dress code rules and expectations are enforced in order to maintain a productive, safe, learning environment. You may refer to the dress code rules for Washoe County School District at washoeschools.net.

Visitors:

AT THIS TIME, VISITORS ARE ALLOWED ON CAMPUS BY APPOINTMENT ONLY. THIS INCLUDES PARENTS BEFORE AND AFTER SCHOOL. PLEASE CONTACT THE SCHOOL PRINCIPAL OR ASSISTANT PRINCIPAL WITH QUESTIONS.

Echo Loder is a single point entry school. All visitors will be required to sign in and enter through the main office.

Attendance

ATTENDANCE

- Call the school at (775) 689-2540 by 9:15 am to report your child's absence.
- When your child returns to school, if you have not contacted the office, please send a signed note stating the date(s) and the reason for his/her absence.
- The entire attendance policy, WCSD Board Policy 5400, is available on the Student Accounting Department website at <https://www.washoeschools.net/Page/8789>.

LEAVING SCHOOL EARLY

- Please bring your Photo ID to pick up your child from school early.
- The parent or legal guardian must complete a signed approved release form (available in our office) to grant permission for someone other than the parent or guardian to pick up their child. This includes stepparents. These forms are available in the front office and are valid for one year.

EMERGENCY INFORMATION

For the safety of your child due to an illness or accident, it is imperative that the school have your current telephone numbers for work and home as well as updated cell phone numbers. We have Parent/Guardian Update Information Forms in the front office, which you can use to update any important information.

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 an emergency, i.e. Illness or accident.

Field Trips

Volunteers for trips must commit to attending the entire field trip and return with the students to the school on the school bus. For the safety of all children, WCSD has a volunteer screening policy. We appreciate your patience and compliance in keeping our school safe.

Once you are cleared, please remember to check in through the office and take a volunteer/visitor badge to wear EACH TIME you are in the school.

Social Emotional Learning & Positive Behavior Support

POSITIVE BEHAVIOR SUPPORT

- At Echo Loder Elementary School, all students are taught the five social emotional learning competencies (self-awareness, self-management, social awareness, responsible decision making, and relationship skills).
- We implement the Zones of Regulation to help support all of our students with emotional regulation. If you would like more information regarding the Zones of Regulation, please speak with either the school counselor or school social worker.
- Loder has also established school wide behavior expectations, known as "Loder PRIDE":
 - PATIENCE
 - RESPECT
 - INTEGRITY
 - DETERMINATION
 - EMPATHY

AWARDS & RECOGNITION

- **Giddy Ups** - students are awarded giddy up coupons from Loder staff when they demonstrate Loder PRIDE. Students can trade in their Giddy ups for prizes monthly.
- **Self Managers** - After receiving 40 Giddy Up's, students may apply for a self-manager badge. Self Managers receive special privileges and parties throughout the year.
- **Awards Assemblies:** Students in each class will be recognized by their teachers each quarter for attendance, academics and citizenship.
- **P.R.I.D.E. Award** - At the end of each quarter, two students from each grade level will be recognized for each individual behavior expectation (patience, respect, etc.). At the end of the year two 5th grade students will be recognized for the P.R.I.D.E. award. Those students will have their names posted up in the MPR.

Personal Belongings/Toys

All toys must remain at home as they cause a disruption to your child's learning. The school is not responsible for loss, theft or damage to any items that your child brings to school or stores/leaves on campus.

Electronic Devices

Please leave all electronics at home. If your child must bring a cell phone to school, it must be kept off and in their backpack throughout the school day.

If a student must bring a cell phone, it is not to be carried into classrooms during classroom assessments or any other testing situations.

If you must text or talk with your student during the day, please call the office.

If a student's electronic device is confiscated the following actions will be taken:

1st Offense- Device is taken from the student until the end of day.

2nd Offense- Device is taken from the student and taken to the office. The student's legal guardian will be contacted to come and pick up the device.

3rd Offense- Device is taken and a parent meeting will be scheduled, at which time the device will be returned.



Lost & Found

Please mark your child(ren)'s name on all lunchboxes, sweaters, coats and personal belongings for easy identification and so that staff can return lost items to your child directly.

Bullying & Harassment



The administration and staff at Loder Elementary School take bullying reports very seriously. Please let your child know that if they do not feel safe, they must notify their teacher, administrator or any staff member of the school so that we can assist your child immediately. Please call the school at 775-689-2540 if you have any questions or concerns about this issue.

Emergency Procedures

The District has emergency procedures in place for staff and students which are practiced school wide on a regular basis. We will practice one drill per month, per state procedures, even in the cold weather. Throughout the school year we plan on practicing all three steps of our evacuation plan as well as stay put procedures. The best thing we can have in an emergency is a plan and the knowledge that comes from practicing it before we need to use it in a true emergency.

EVACUATION PLAN (Fire Drill Bell - Exit Out of Building)

Each classroom has an assigned spot during the school year as their first step to go to and account for all members of the class. Any and all persons in the building must evacuate when the fire bell rings.

PARENT REUNIFICATION PROCEDURE

In the event that a school has an emergency incident and it is appropriate to send students home, the reunification procedure will be as follows:

- Parents will be notified by the school district where to report to reunite with their child. Photo ID will be required to release your child to you.