

BLUE DIAMOND Elementary School Student Handbook



6 Diamond Street

Blue Diamond, NV 89004

www.bluediamondes.com/BD/index.asp

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Shawn E. Paquette, Principal

Welcome to Blue Diamond Elementary School. This student folder has been prepared to give you a general understanding of our school and serves as the Student Handbook. The staff at Blue Diamond Elementary is extremely proud of our school and is committed to ensuring that your child is provided a quality education, one that will prepare each learner with the skills necessary to become a lifelong learner. I hope that you have a rewarding experience as a student at Blue Diamond Elementary School. Parents or guardians may contact their child's teacher at anytime via email. Please see the email address listed in the blue box below. Parents or guardians may contact me at any time via email. My email address is: paquese@ccsd.net

Mr. Paquette, Principal

MISSION STATEMENT

Build a learning community which inspires leadership, excitement and imagination as together we envision the future.

MISSION STATEMENT

Our community will ensure a challenging and engaging environment where children realize their unique potential in a diverse global society.

PARENT TEACHER ORGANIZATION (PTO)

We have a very active Parent Teacher Organization (PTO) and hope that you will join this meaningful and productive organization. The PTO works to exemplify the cooperation between parents and school that builds the best educational environment for children. Please join up and be a part of this very important organization.

SCHOOL HOURS

Students are not to arrive before 7:45 a.m., as no adult supervision is provided before that time.

Office Hours.....7:00 a.m. - 3:30 p.m.

Student Day.....8:05 a.m. - 2:15 p.m.

School gates: All gates allowing access to the school playgrounds will be locked during the instructional day.

STUDENT RECORDS

Please keep the office updated with all changes of address and/or phone numbers. This will assist in prompt communication in case of emergencies. Please allow 24 hours written notice for copies of school documents.

STUDENT EARLY CHECK-OUT POLICY

Extreme care is exercised at all times in the release of children to adults. If it is necessary to remove your child from school prior to dismissal time, please send a note to your child's teacher stating the time he/she is to be dismissed. At that time, you will be required to sign a release log and will be asked to show a photo ID prior to your child's release. A child will not be released to a person who is not listed on the enrollment card.

SCHOOL TELEPHONE

The school office is the center of activities and is busy at all times. The school telephone may be used by students in case of emergency or necessity; however, it should be used with discretion-not to obtain permission to visit with friends, etc. Encourage your child to use good judgment in phone use and to be patient when the office is busy.

PHONE MESSAGES

Parent-to-student phone messages should be kept at a minimum. Please make any necessary arrangements (transportation, lunch, etc.) prior to school. A message to a student involves disruption of a class, use of clerical time, and a possible violation of the Family Rights and Privacy Act. There is no way to positively verify the legal parent or guardian over the phone. If you have an emergency, and therefore need to contact your child, please come to the office to provide identification.

SCHOOL RULES

1. TREAT OTHERS THE WAY YOU WOULD WANT TO BE TREATED.
2. BE PREPARED.
3. TRY YOUR BEST AT ALL TIMES.
4. FOLLOW DIRECTIONS THE FIRST TIME.
5. KEEP HANDS, FEET AND OBJECTS TO YOURSELF.

PERSONAL BELONGINGS

Students who bring personal belongings to school are responsible for their security and safety. The school is not responsible for any items lost or stolen from anywhere within the school at anytime. These items include bicycles, calculators, back packs, clothing, confiscated nuisance items, etc. Students are responsible for all books and materials issued to or checked out by them during the school year. Lost and Found is located in the Multi-Purpose Room.

To Access teacher using mail, please call

TRANSPORTATION

Riding the bus is a privilege. Students who live farther than two miles from school are eligible for bus transportation. Strict rules of behavior for students have been adopted by the school district in order to protect the safety of the students. Safety is a priority at Blue Diamond Elementary. The bus driver will issue citations to students who do not obey school bus regulations. If a student misses his/her bus after school, he/she is to report to the school office immediately. If you have bus transportation questions, call (702)799-8111 or log on to www.ccsd.net/transportation.

LUNCH

Online lunch payment service is available at myschoolapps.com. This site allows parents to view menus, pay for meals and view account balances. Gum and Food: Eating lunch food or drinking a beverage is permitted only in the cafeteria. Snackbar items may be eaten in the designated Snackbar area. Students may have a WATER bottle in the classroom or outside. However, frozen water bottles and bottles that leak are NOT allowed as they may leak on student work, instructional materials and text books. Gum and CANDY are prohibited anywhere on campus because they are potential safety hazards for students and nuisance items that can deface school property. Blue Diamond Elementary School is a NO GUM and CANDY campus. Blue Diamond Elementary will adhere to CCSD Nutrition Policies.

Breakfast - \$1.25

Lunch - \$2.00

STUDENT NUTRITION

Student nutrition guidelines must follow the CCSD Student wellness Regulation 5157 and CCSD Food Service Regulation 96.02.00. All food sold in the Snack Bar, from the cafeteria, or on the school's approved class party list are approved under these two regulations.

LIBRARY POLICY

Students may check out books from the library. Books are checked out for one week and may be renewed. Please be aware that students are responsible for the books they check out. If a book is lost or damaged, the student must pay for it.

NUISANCE ITEMS

Nuisance items are items that are not associated with the educational program and are not to be brought to school. Nuisance items will be confiscated and returned only to the parent or guardian.

CELLULAR PHONES

For safety reasons, students are allowed to carry a cell phone to and from school. Therefore, cell phones are allowed on campus. However, students must turn off a cell phone during the instructional day and keep it in his/her backpack or pocket. If a student's cell phone rings during the instructional day, it will be confiscated as a nuisance item and returned only to the parent or guardian. Cell phones may not be used during the lunch period. Cell phone use on CCSD buses is strictly the decision of the driver.

AWARDS/RECOGNITION

Blue Diamond Elementary School students are rewarded for academic excellence, attendance and positive citizenship. Blue Diamond is proud to acknowledge and reward students by implementing a variety of recognition programs.

SCHOOL EXPECTATIONS

If students conduct themselves in such a manner that the best interests of the school, students, and/or staff are in jeopardy, disciplinary action may be necessary. Possible consequences are time out, removal from the playground, required parent conference and/or suspension. Further, bus stop and/or bus incidents will result in consequences ranging from a parent conference to the loss of riding privileges for the remainder of the school year.

Behavior NOT in the best interest of the school is defined as:

- Aggression, assault or fighting
- Vulgarity
- Harassment or intimidation
- Leaving campus without permission
- Having dangerous items, drugs or alcohol
- Destruction of school or private property
- Insubordination
- Theft and/or extortion

locks. Racks and a locked enclosure are available for bicycles; however, students who ride their bicycles must have a lock to secure their bicycles inside the enclosure. Please remember that expensive bicycles are at risk for theft and vandalism during school hours. The school assumes NO RESPONSIBILITY for theft or damage.

HARASSMENT POLICY

A new policy is in effect prohibiting all forms of student harassment. In summary, the policy states:

- "Harassment is any verbal, visual or physical conduct which is sufficiently severe, persistent or pervasive that it adversely affects or has the purpose of logical consequence of interfering with the student's educational program or creates an intimidating, hostile or offensive school atmosphere."
- Harassment, whether it is by students, staff of third parties in the community, is strictly prohibited, and will subject the perpetrator to disciplinary action."
- Harassment, regardless of its basis, is prohibited.

Common types of harassment include, but are not limited to, unwanted touching, threats, slurs, epithets, verbal abuse, derogatory comments, gestures or pictures, unwelcome jokes or propositions, graphic comments about an individual's body, cyberbullying. NRS 388.133 (2009) defines Cyber Bullying as bullying through the means of electronic communication. "Electronic communication" is defined as the communication of any written, verbal or pictorial information through the use of an electronic device including, without limitation, a telephone, cellular phone, a computer or any similar means of communication." Further, the display of sexually suggestive objects in the educational environment, and retaliation against an individual who reports a violation of this policy. Copies of the full policy are available in the school office.

EDUCATIONAL NEGLECT

A student with a significant number of unexcused absences may be classified as a truant and three truancy events in a school year may trigger a referral for educational neglect.

ATTENDANCE AND TRUANCY

School attendance is vital to your child's academic success in school. **THE FOLLOWING INFORMATION OUTLINES THE MAJOR PROVISIONS OF THE REGULATIONS:**

- Attendance enforcement is a shared responsibility between the Clark County School District and the student's parent/guardian.
- Student tardiness is a serious disruption to the educational program and infringes on the educational rights of other students.
- A student who exceeds 20 unapproved absences during the school year MAY be retained in the current grade.
- Unavoidable medical and dental appointments that cannot be scheduled any other time and that result in a partial day absence do not count in the absence total purposes of attendance enforcement.
- A student that is declared truant three times during a school year could be referred for educational neglect.
- Parents are to request make-up work within three days of the absence.
- Student shall be allowed a minimum of three days to make up work.

DRESS CODE

The Clark County School District (CCSD) reserves the right to insist that the dress and grooming of students be within the limits of generally accepted community standards and that students shall be required to show proper attention to personal cleanliness.

Students' dress, personal appearance and conduct are required to be of such character as to not disrupt or detract from the educational environment of the school. Any style that tends to diminish instructional effectiveness or discipline control by teachers, or which is a potential safety hazard, is not acceptable.

CCSD Regulation 5131 stipulates the following:

- Require the wearing of shoes with soles. House slippers, sandals, open toe shoes or shoes with wheels are not permitted.
- All clothing must be sufficient to conceal any and all undergarments. No skin will show between bottom of shirt/blouse and top of pants or skirts at any time.
- All sleeveless shirts must have straps at least three inches wide. Prohibited tops include, but are not limited to, crop tops, tank tops, strapless, low-cut clothing, clothing with slits, or tops and outfits that provide minimum coverage.
- Require that all shorts, skirts, skirts and jumper/dresses must be at fingertip length.
- All jeans, pants and trousers must be secured at waist level. Sagging is strictly prohibited. Jeans, pants and trousers are not to have rips or tears that expose undergarments and/or are located mid-thigh or higher.

whereabouts of the students (i.e. playing hooky, ditching school).

PRE-ARRANGED ABSENCES-

- When a parent/guardian informs the principal in advance, in writing, that their child will be absent. Pre-arranged absences are always excused, but count toward student's total number of absences. An elementary student MAY be required to repeat the current grade if the total number of unapproved absences exceeds 20 for school year.

EXCUSED ABSENCES-

- When a student is physically or mentally unable to attend school due to a medical appointment or illness.
- When the parent/guardian explains the cause of an absence within three days after student returns to school.
- When the approval of the teacher or principal has been given for an unavoidable absence due to an emergency.
- When a student is participating in a school sanctioned activity outside the classroom during regular school hours, as approved by the principal or designee.
- When a student is absent due to a required court appearance or a required religious holiday.

UNEXCUSED ABSENCES-

- When a parent/guardian fails to notify the school to excuse the student's absence within three days after the pupil returns to school.
- When a parent/guardian willfully and knowingly refuses or fails to require the student's attendance in school.

TARDIES-

- When a student is not physically present in the classroom at the start of the instructional day
- A tardy becomes a half-day absence if more than one hour and fifty-five minutes are missed and becomes a full-day absence if more than three hours are missed of instructional day.

MAKE-UP WORK-

- That assigned classroom work which can be made up following an absence (worksheets, text book assignments, etc.). It is virtually impossible to make up work directly related to oral instruction and discussion provided by the teacher, classroom discussions, video presentation, guest speakers, etc.

- 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.
- Slogans or advertising on clothing, jewelry, buttons and/or accessories which by their controversial, discriminatory, profane and/or obscene nature disrupt the educational setting are prohibited.
- Any clothing, jewelry, buttons and/or accessories that promote illegal or violent conduct, or affiliation with groups that promote illegal or violent conduct, such as, but not limited to, the unlawful use of weapons, drugs, alcohol, tobacco or drug paraphernalia or clothing that contains threats are prohibited.
- Outerwear such as coats, mittens and scarves must be removed upon entering the classrooms/buildings. Administrators, teachers and staff may use their discretion as appropriate based on the temperature in the facility.

ingent guidelines, according to Nevada State Law and CCSD Regulation regarding weapons. Please be sure that the following items DO NOT come with your child:

Knives, other weapons (including but not limited to razor blades, ice picks or other sharp instruments, nunchuks, brass knuckles, pipes, Stars, billy clubs and machetes).
Flammable material (including but not limited to bombs, fireworks or fire-arms, or any other items that may cause bodily injury or death)
Warn your child about the importance of these regulations. When we have a fire safety concern, backpacks and/or desks will be searched. Be sure that if weapons are found in your child's possession, he/she can be removed.

TEACHER CONFERENCES

Teacher conference with parents as often as necessary to maintain open communication regarding student academic and social progress. Parents are encouraged to utilize the teacher's voice mail, notes, and/or e-mails (at grades 3-5) for daily communication with teachers. Parents can use ParentLink at <https://parentlink.ccsd.net> in order to view student information. Blue Diamond Elementary School will conduct Parent/Student/Teacher Planning Time Conferences in all grade levels.

REPORT CARDS

Report cards are issued two times a year.

PROGRESS SCALE

- = 90 - 100%
- = 80 - 89%
- = 70 - 79%
- = 60 - 69%
- = below 60%

LEARNING OBJECTS and Learner Behaviors

Exceptional progress
Satisfactory progress
Needs improvement

Fire drills occur at regular intervals. They are required by law and are a safety precaution. Exit routes are posted in every classroom. It is important when the alarm sounds, everyone obeys promptly and clears the prescribed route as quickly as possible. Students must follow the directions of a teacher or other Blue Diamond staff. Students are to remain in the building with their teacher/class until given permission to return to the classroom.

Shelter-Drills: Shelter-In-Place drills are conducted by the fire department during the school year to instruct pupils on appropriate procedures in the event of a chemical release incident or other related incident. The drill essentially consists of securing the school facility to trap air and protect against an external toxic gas release. Shelter-In-Place to protect students and staff during an emergency which involves a release of toxic gas when a timely means of evacuation is not available (0).

Reverse Evacuation Drills: Evacuation and Reverse Evacuation drills are conducted by the school administration and the Crisis Response Team to instruct pupils on appropriate procedures in the event of a safety situation or emergency.

Drills: Lockdown drills are conducted by the school administration during the school year to instruct pupils on appropriate procedures in the event of a safety situation or related emergency.
Fire Drills: The above mentioned drills are conducted frequently in order to ensure that students and staff learn all of the school's safety procedures and protocols. Your child's safety is our NUMBER ONE PRIORITY. For safety reasons, parents and guardians MAY NOT enter the school building during any drills or situations to check-out or to speak to students. Parents and guard-

Illness or Accident: Any student who becomes ill during the school day must have a pass from a teacher to the health office. Every accident or injury occurring during school hours and any injury occurring during a school sponsored event must be reported immediately to the adult in charge and/or to the school health aide. A student who is too ill to remain in class should report to the health office so that parents may be notified. School personnel may NOT dispense nonprescription medication such as aspirin. If prescription medication must be taken during school hours, arrangements are to be made with the school nurse and all medication is to be left in the health office. State law does not allow school health personnel to diagnose illness or injury. Parents should check with their family physician if they have a question about their child's health. **It is imperative that current home and emergency phone numbers be on file at the school at all times. Any changes should be reported to the registrar immediately.**

Medication: All over the counter and prescription medication must be given to the school nurse. Students may possess Chap Stick but may not share with others.

VISITOR/VOLUNTEER POLICY

Senate Bill 287 requires all volunteers with unsupervised OR regular contact with students to be fingerprinted. Regular contact is defined as volunteering at least four times a month. Under CCSD Policy/Regulation 4100, a CCSD representative/volunteer is defined as any person, 18 years of age or older, who performs services for, acts on behalf of, or otherwise represents CCSD in any capacity, or who, through his/her participation in CCSD activities, events, programs, or other business, is reasonably viewed by the public as an employee, agent, or representative of CCSD. A volunteer is someone who performs a service at CCSD schools and/or events, regardless of compensation or benefit. For those volunteers who have unsupervised contact with students or who regularly volunteer, an application process is in place district-wide. This process includes completing the online application at ccsd.net/protectourkids, processing payment to complete a background check including fingerprinting, acknowledgment as being a mandatory child abuse reporter, and being issued a CCSD volunteer badge. CCSD representatives/volunteers requiring clearance from Human Resources must complete the below four (4) steps in order and prior to beginning the experience/service (these items can also be found at ccsd.net/protectourkids):

- 1) Complete the brief CCSD Representative/Volunteer Application via SearchSoft, the District's online applicant tracking system.* The application must be finished prior to completing any other steps.
- 2) Fingerprint with CCSD Police Services located in Human Resources.
- 3) Have a cleared background check.
- 4) Receive a CCSD identification badge issued by Human Resources. School, department, contractor/vendor badges may not be used in lieu of the CCSD identification badge.

REPORTING BULLYING, CYBER-BULLYING, AGGRESSION, OR HARASSMENT PROCEDURES

The procedures that students should follow to report a bullying or harassment concern are:

1. If the incident occurs on campus students should immediately report the incident to the nearest school staff member
2. Request to complete a witness/incident report and state the facts of the incident including witnesses
3. A teacher and/or an administrator will investigate the incident and follow the progressive discipline plan as located in the CCSD Behaving Positively at School publication that is provided to all students and located on the school's web site.
4. If the incident occurs off campus students should immediately report the incident to his/her guardian.
5. Students or guardians may go to the school website and click the link: Reporting Bullying Form located under Student Quick Links
6. The next school day, students should also report the incident to the office, their teacher, or an administrator.
7. An administrator will investigate the incident and follow the progressive discipline plan as located in the CCSD Behaving Positively at School publication that is provided to all students and located on the school's website.
8. Parents or guardians may report an incident to an administrator by contacting the school.
ccsd.net.