

NORTHSIDE ELEMENTARY



Student/Parent Handbook 2019 - 20

www.northside.ecsdnv.net

Mission Statement

Northside provides a safe and respectful learning environment where all succeed.

August 26th, 2019

Dear Parents and Students,

On behalf of the staff at Northside Elementary, **WELCOME** to a new school year. We're glad you're a part of our school community and we look forward to all we'll accomplish together.

To help answer many of the questions students and parents often have concerning the activities, rules, and procedures for the successful operation of our school, we have prepared the handbook for your reference. Following school, district and state policies will help to create a school environment that is safe, friendly and ready to learn.

Please take the time to review the contents of this handbook together and, once completed, **sign and return the last page** to your child's teacher. Keep the handbook in a convenient location for referencing throughout the year. With your cooperation and help, we look forward to providing a positive and productive learning environment for all of our students.

Sincerely,

Ms. Krista Chamberlin, Principal

FREQUENTLY ASKED QUESTIONS

What's the address?

Northside Elementary
1645 Sewell Dr.
Elko, NV 89801
(775) 738-7255

What's your fax number? FAX: (775) 738-7251

Website?

www.northside.ecsdnv.net

Facebook page?

Facebook: Northside Elementary PTA

What time does my child have lunch?

Lunch for Kindergarten – Grade 2 begins at 11:15 AM

Lunch for Grades 3 – 4 begins at 11:45 AM

Can I use a debit card to pay for lunch?

No, the school does not accept debit cards however, you can pay for your child's lunch online at <https://www.myschoolbucks.com/>

Messages to students?

Emergency messages will be relayed to students if received by 2:45 PM (or 1:30 PM on Wednesdays.) Please have a plan for dismissal before leaving each morning.

What time do I pick up my child?

DISMISSAL bell rings at 3:05 PM except for Wednesdays at 1:45 PM

Can I bring cupcakes for my child's birthday?

Birthdays are celebrated on the FIRST FRIDAY of each MONTH. However, it is important to note that due to certain allergies, some classrooms do not allow homemade sweets. Nutritional birthday snacks can be brought any day of the month, however, most teachers still try and designate one day per month for birthdays.

My child was sick. Do I need to send a note to school?

Yes! If your child was sick or absent, please submit an excuse within 3 school days.

Can I speak with the teacher during the school day?

Unfortunately, the office will not forward a telephone call during class time. Teachers will be given a message and asked to return your phone call.

When are parent conferences?

Parent / Teacher Conference Dates: Fall: November 6 & 7 Spring: April 1 & 2.

When is Spring Break?

April 6 – 10th with an early out of 1:00 on Friday, April 3rd

NORTHSIDE ELEMENTARY
BELL SCHEDULE
2019 - 20

7:50	Breakfast is served in Multi-Purpose Room	Outside Gates are Opened
8:00	Supervision begins on the playground	
8:10	First bell rings	Breakfast ends
8:15	Tardy Bell rings	
10:05-10:20	AM Recess: Grades 3 / 4	
11:15 – 11:45	Lunch A: K, 1, 2	
11:45 – 11:55	Lunch A: Recess	
11:45 – 12:15	Lunch B: Grades 3 & 4	
12:15 – 12:25	Lunch B: Recess	
1:30 – 1:45	PM Recess K -2	
3:05	Dismissal Bell	
Early Out	Wednesdays at 1:45	

PLEASE be prompt in picking up your child at the dismissal times.



NORTHSIDE STAFF 2019 – 20

Krista Chamberlin Christy McCabe, Vicki Wilky Kelly MacGregor Sheila Smales	Principal Secretaries School Nurse Counselor
Carmen Duran, Jorge Robles, Jose Huerta, Maricela Guzman	Custodial Staff
Melissa Bowen, Terri Izatt, Jeanette Jones, Candace Johnson	
	KINDERGARTEN
Joan Burns, Alissa Smiley, Melissa Stevenson, Stephany Webb	Grade 1
Mary Allenbaugh, Lynette Fisk, Tammy Jacaway Tanya Egger	Grade 2
Jennifer Wall, Phaedra LaBonte Kelli Vieira, Harmony Stahl	Grade 3
Karen Hank, Patty Langer, Mitch Parrish, Shanlee Meyers	Grade 4
Abigail Parkin, Carina Lopez	ESL
Brandi Kovall, Justine Peters, Carla Christensen, Oreana Thunder, Karla Kennison, Brianna Douglass Ashley Salsbery Lyle Mendive Ashley Zahrowski, Cindy Robles, Alice Chacon, Mireya Cortez, Cecilia Flores	Special Education Speech Therapist School Psychologist Early Childhood / Pre School
Alberta White BreeAna Klekas Tina Esaw Troy Sirkel Cami Stephenson Maria Dorado	Librarian PE Art Music LLC: Reading Specialist Communities in School Liaison Lunch Room
Lisa Hosler, Kayla Oke	

ABSENCE PROCEDURES

PARENTS NEED TO CONTACT THE OFFICE-738-7255 BY 8:45 A.M. IF THEIR CHILD IS UNEXPECTEDLY GOING TO BE ABSENT. IF YOU DO NOT CONTACT THE OFFICE BY 8:45 A.M., THE SCHOOL MESSENGER SYSTEM WILL CALL TO INFORM YOU THAT YOUR STUDENT IS ABSENT.

When your child returns to school, you will need to send a written note explaining the absence. Please include the child's first and last name and date/dates of absence. **If an absence remains unexcused for 3 school days, after the student returns to school, they will be considered truant.** If your child was seen by a physician, bring the school the doctor's excuse. A doctor's note will exempt the child's absence and will not count towards days missed in the attendance policy.

Students will be expected to make up missed work in a reasonable amount of time upon their return to school.

In the event of a planned absence notify the office as soon as possible with a written note that is signed and dated.

Notify the office by 9:00 a.m. if you are requesting homework. Homework can be picked up at the office after school.

ASSEMBLY EXPECTATIONS

During assemblies, students are expected to:

1. Come in quietly and sit down.
2. Keep hands and feet to yourself.
3. Use a whisper voice.
4. When a staff member or presenter comes to the front of the room silence yourself.
5. Listen quietly.
6. Stay seated.
7. Raise your hand quietly ONLY if a presenter has asked a question and you would like to answer it. Once the presenter calls on a student to answer put your hand down and listen.
8. When the presentation is over you may clap. No hooting, screaming, and/or booing.
9. Stay seated until your teacher asks you to stand.

Consequences:

1. Warning.
2. Move student by teacher.
3. Send student to the office.

ATTENDANCE POLICY

It is important that your child is at school each day to receive the maximum benefit from the classroom environment. Instruction and classroom participation occurs each day and is important for continuous learning. Please make attendance at school a priority for your child.

To ensure all students receive a quality education, **Elko County School District policy requires a minimum number of days (90% of days enrolled) that a student must be in attendance at the school they are enrolled in to be promoted to the next grade.** (Please see Elko County School District Attendance policy-J.B.B.A for further information).

Excused absences are generally ones that involve parental permission for illness, family emergency, and other pre-approved absences. An excused absence will allow a student to make up missed work and will not result in truancy.

Unexcused absences are unauthorized absences from school and mean that a student will not be allowed to make up missed work. Student may also suffer disciplinary actions such as being declared truant.

Exempt absences are generally those that involve a doctor or nurse verification or a verifiable family emergency. They may also include certain pre-approved absences. Exempt absences do not count against the minimum day attendance policy.

Quick Reference Guide

These are sample situations to assist parents in understanding the attendance policy.

<u>Type of Absence</u>	<u>PARENTAL ACTION</u>	<u>Excused/Exempt Status</u>
Child is sick.	Notify School	Excused but not Exempt without doctor or nurse verification.
Child is on a school sponsored trip.	None	Student is considered in attendance.
Child gets sick at school and is sent home.	Sign student out at office.	Excused and Exempt
Child is on family vacation while school is in session.	Absence needs to be pre-arranged.	Excused but not Exempt
Child is absent due to a serious illness or death of a relative.	Notify School	Excused and Exempt. This is a verifiable family emergency.
Child is absent due to an educational experience outside of school.	Absence needs to be pre-arranged.	Excused and Exempt. Principal needs to pre-approve the educational experience.
Child is ill and absent numerous days throughout the school year.	Notify school for each absence and ask doctor for a note if one was seen.	Excused and exempt with doctor or nurse verification.
Child is absent for unknown reason.	No note or call received from parent.	Unexcused absence and NOT Exempt. Child will be considered truant.

BIKES

Students who ride bikes to school are to park them in the designated bike rack area. All bikes should be locked. For safety reasons, students must walk bikes while on school property. The district assumes no responsibility or liability for loss or damage to bicycles.

BOYS AND GIRLS CLUB

Students who are registered for after-school care at the Boys & Girls Club may utilize school bus transportation. For information, call the BGC at 778-9557.

BREAKFAST

Breakfast begins at 7:50 AM and ends at 8:10 AM when the first bell rings. The district food service provider, *Chartwells*, has been adopted by the Elko County School District. Healthy and nutritious breakfast choices will be available for full, free and reduced prices. Student prices are \$2.10 or \$0.30 for families that qualify for reduced prices. Monthly breakfast menus will be available on the school website. Additional information can be found on the ECSD website.

BULLYING / CYBER BULLYING / REPORTING / INVESTIGATING (Aug. 2015)

It is the policy and goal of the Elko County School District to provide a safe and respectful learning environment for all students and staff. No member of the Board of Trustees of the school district, nor employee of the Board of Trustees, including, without limitation, an administrator, principal, teacher or other staff member, nor any student of the school district shall engage in any conduct on or off school property which results in "bullying", "cyber-bullying" of any student on school property, at an activity sponsored by a school or on any school bus.

NRS 388.1351 requires that a teacher or other staff member who witnesses or receives information that bullying or cyber-bullying of any student has occurred on school property, at an activity sponsored by a school or on any school bus, shall

verbally report the violation to the principal or his or her designee on the day on which the teacher or other staff member witnessed the bullying or cyber-bullying or received information regarding its occurrence of bullying or cyber-bullying. Failure to report by a teacher, administrator, coach or other staff member may result in disciplinary action by the superintendent.

The principal shall initiate an investigation not later than 1 day after receiving a report of bullying or cyber-bullying. Written notice will be provided to the parents or legal guardian of each pupil involved in the reported violation. The parent guardian of a pupil involved in the reported violation of NRS 388.135 may appeal a disciplinary decision of the principal made against the pupil as a result of the violation in accordance with the policy governing disciplinary action adopted by the board of trustees of the Elko County School District. The policy in its entirety may be viewed online or a copy may be requested at the school site.

Definition of Bullying

“Bullying” means a written verbal or electronic expression or a physical act or gesture, or any combination thereof, that is directed at a pupil or group of pupils and has the effect or can reasonably be expected to have the effect of:

- *physically harming a pupil or damaging the property of a pupil; or
- *placing a pupil in reasonable fear of physical harm to the pupil or damage to the property of the pupil; or
- *Interferes with the rights of a pupil by creating an intimidating or hostile educational environment for the pupil; or
- *interferes with the academic performance of the pupil or the ability of the pupil to participate in or benefit from services, activities or privileges provided by the school; or
- *is an act or conduct based upon the actual or perceived race, color, national origin, ancestry, religion, gender, sexual orientation, physical or mental disability of a pupil, or any other distinguishing characteristic or background of a pupil; or
- *the association of a pupil with a person having one or more of those actual or perceived characteristics. The term includes, without limitation:
 - *repeated or pervasive taunting, name-calling, belittling, mocking or use of put-downs or demeaning humor;
 - *behavior that is intended to harm another person by damaging or manipulating his or her relationship with others by conduct that includes, gossip or spreading rumors;
 - *non-verbal threats or intimidation such as the use of aggressive, menacing or disrespectful gestures;
 - *threats of harm to a pupil, to his or her possessions or to other persons, whether such threats are transmitted verbally or in writing;
 - *blackmail, extortion or demands for protection money or involuntary loans or donations;
 - *blocking access to any property or facility of a school;
 - *stalking; or
 - *physical contact with or injury to another person or his or her property.

Cyber-bullying means bullying through the use of electronic communication.

If bullying is suspected, staff needs to report to school administration for investigation. If bullying investigation determines that bullying has occurred, appropriate actions will be taken in accordance with the ECSD Progressive Discipline Plan and/or NRS 388.122, NRS 388.133, NRS 388.135.

BUS ASSIGNMENTS

Students must ride their assigned bus during the school year. District policy does not allow for a bus change due to extra-curricular activities (sports, visiting friends, etc.). Only changes made on a permanent basis or for family emergencies will be permitted. Please contact the office should a change in bus assignment become necessary (moving, new childcare location, etc.).

In an emergency situation involving the bus, parents may call the Transportation Department at **738-4360**.

BUS CONDUCT

The school bus is an extension of the classroom. Expectations for student behavior are similar to those of the classroom. Refer to ECSD Policy JCCC and material distributed by your child’s bus driver for details. Riding

the bus is a privilege. Students may be suspended from bus services for violations for misconduct. Refer to the Discipline Procedure section in this handbook for consequences associated with failure to comply with the rules for bus conduct.

CELL PHONES

Cell phones may be used before or after school, as long as they meet the requirements of the ECSD Telecommunications Acceptable Use Policy. Cell phones may NOT be used during the instructional day.

(Refer to Elko County School District Policy JDBA)

CHECKING STUDENTS OUT DURING SCHOOL HOURS

Students are involved in educational learning at all times during the school day. **IF AT ALL POSSIBLE, PLEASE DO NOT CHECK YOUR STUDENT OUT OF SCHOOL EARLIER THAN THE REGULAR DISMISSAL TIME.** If the student needs to be taken out of class early, a parent or guardian **MUST SIGN THE STUDENT OUT AT THE OFFICE** regardless of classroom location. For the safety of all students, **parents/guardians need to wait at the office for their child. Students will be called down to the office for pick-up by the secretaries so that disruptions to the classroom learning environment are kept to a minimum.**

If someone other than the parent is picking the student up, the school must be notified in writing by the parent, the name of the person picking up the student. That person must show picture identification and be listed as emergency contact in Infinite Campus before students will be released.

CLASS PARTIES

We recognize the need to celebrate seasonal holidays with respect for individual beliefs. Classrooms may hold seasonal celebrations at the teacher's discretion. Any costumes worn should be appropriate for school and not include any look-alike weapons, or be threatening or disrespectful. Treats for parties should be nutritional in nature, avoiding large sugar content. **Classroom birthday parties will fall on the first Friday of each month.** *Due to the high levels of nut and other allergies, the school nurse will assess treats to ensure the safety of all students.*

COMMUNITIES IN SCHOOLS

The CIS Liaison provides many resources for the students and staff at Northside. The CIS Liaison are available for academic assistance and behavioral issues that arise. The CIS Liaison can also assist with food, clothing, medical and school supply needs such as the weekend food program. Referral forms are to be completed before interventions and/or needs are planned and implemented.

COUNSELING

The Counselor at Northside Elementary is Mrs. Smales whom splits her time between two school sites. The main goals of the *Elementary Guidance and Counseling Program* are two-fold:

1. PREVENTION: identifying and meeting emotional, intellectual, social, and physical needs.
2. INTERVENTION: identifying specific needs and providing services and/or initiating referrals when appropriate.

The counselor provides classroom lessons, specialized small group activities, individual counseling, and parent consultation. Mrs. Smales also facilitates the Student Intervention Team (SIT) meetings for staff and parents.

Referrals to the counselor are made by the teachers, students themselves, or by parents contacting the school at 738-7255.

DISCIPLINE PROCEDURE

It is our goal to insure all students have a positive learning environment in order to be successful. In order for that to occur, we must establish and enforce the rules that make all students and adults safe. If you are ever notified of a

behavioral problem involving your son or daughter, your immediate attention and cooperation will greatly aid in the solution of the problem. The Northside (ECSD) Progressive Discipline Plan is available at the office for your perusal.

Administration reserves the authority to determine the appropriate consequences which may deviate from the Progressive Discipline Plan, based on the severity of the infraction and prior violations, in accordance to District Policy.

DISMISSAL

All teachers will escort their class outside for dismissal each day. Bus students will be dismissed through the front doors due to the new bus lane located at front of the school. All other students will be dismissed to a designated location on the playground for pick-up. Parents should park in the parking lot located to the north of the school next to the trailers and wait for the gates to be opened after the dismissal bell at 3:05 PM.

DRESS CODE

The following guidelines are enforced for the **SAFETY, HEALTH AND WELL-BEING** of all students:

1. Clothing worn by student should be neat, clean and in good repair for their personal health and safety.
2. Immodest clothing of such type that detracts from the learning process should not be worn. This includes clothing bearing slogans or mottos that are not in good taste.
3. **No flip flop type sandals, tank tops or spaghetti strap tops may be worn.**
4. Shorts must be longer than students' fingertips.
5. Students should not wear shoes that have heels higher than one inch as they are not safe or appropriate for the activities that take place on a daily basis at an elementary school (recesses, P.E., etc.)
6. Please be considerate of the learning that takes place at school when determining hair styles and hair coloring. Extreme hair styles and color (bright pinks, greens, etc.) can create a distraction that takes away from the learning process. Should such a distraction occur steps will need to be made so all students can focus on learning.
7. Weather appropriate clothing should be worn.
8. Wintertime can be extremely cold. Prepare your child for the temperature by having them wear layers of clothes and also sending them with a coat, hat, gloves, and boots. When temperatures dip to **below** 10 degrees, students will remain inside. Students will be escorted to the MPR before school on extremely cold days.

EMERGENCY CONTACT INFORMATION

Please see that current address and phone numbers are on file at the school along with an emergency contact person. This information is crucial in the event of an emergency.

ENROLLMENT PROCEDURES

All new students must register at the office. The documentation needed to enroll a student includes:

1. Current immunization record
2. Birth Certificate
3. Utility bill or other valid proof of address / residency of which the child resides.
4. Information to transfer school records

If a parent wants to enroll their child at Northside but does not live in the designated attendance area they will need to complete all the above and fill out a **Variance Form** found on the ECSD website. In August, variances will be granted or denied by Central Office and Site Administration based upon enrollment of class size numbers. Variance requests are valid for one school year and can be revoked at any time based on attendance violations and behavioral issues.

FERPA

FERPA is a federal law that allows parents and students certain rights with regard to student's education records.

- Parents are eligible students have the right to review education records within 45 days of the day the school receives the request for access. Parents can request an amendment.
- FERPA authorizes exceptions in disclosure of student's education records without consent; i.e. school officials to fulfill professional responsibilities, records sent to other schools which a student intends to enroll, and directory information publicly provided as designated by Elko County School District
- Parents or eligible students may refuse to let the school designate any or all of those types of information about the student as directory information by notifying the school in writing that the parent or eligible student does not want any or all of this information designated as directory information.

To review the complete FERPA federal law, contact the school office.

FIELD TRIPS

Field trips represent wonderful learning experiences for students. A field trip permission slip will be sent for EACH FIELD TRIP. This must be completed before a student is allowed to attend each trip. Parents will be notified of details for each individual field trip prior to students attending.

A student can only be released to a parent from a field trip if the appropriate form is completed and signed by a school administrator prior to the trip. The correct form can be found on the Elko County School District website or at the front office of the school.

FIRE/EMERGENCY DRILLS

Students and staff at Northside will participate in regularly scheduled emergency drills, including but not limited to, fire drills, shelter in place drills, reunification and lockdown drills.

GAMES AND TOYS

Students should not bring games, toys, iPods, trading cards to school without prior permission. The school is not responsible for and will not provide compensation for personal items brought to school. No baseballs or bats are allowed on school grounds. Rules for "show and tell" will be explained by individual teachers. Exceptions to this rule are basketballs, footballs or soccer balls which need student's name printed clearly with permanent marker. Janitors will remove toys and balls from the roof at their discretion and ONLY during scheduled cleaning times.

HOMEWORK

Homework assignments are an integral part of the school program and are determined by each individual teacher. Homework may consist of long range assignments, work not completed during the day, work on which students need additional practice, or make-up work. Homework will not be assigned as busy work or for disciplinary reasons. Any concerns with homework should first be addressed with the classroom teacher. Refer to ECSD Policy IHB for details.

INFINITE CAMPUS

Infinite Campus is a web-based student management / information system used by Elko County School District. Parents can review attendance, homework status, and grades with the proper login. This information is distributed at the start of the school year. For more information, or to receive your login, please contact the office.

IMMUNIZATION RECORDS

Nevada law requires that any child entering school have the minimum dosages or be currently taking the required immunization series. Copies of immunization records will be taken to include in school records. Immunization requirements are available from the school nurse.

INSURANCE

Accident insurance for students is available through the school district. Information concerning this insurance is sent at the start of the school year or can be found at the office.

LOST AND FOUND

All found articles should be placed in lost and found. Large items should be placed in the bin by the 1st grade door and small items should be given to the office. If an article is lost, check the lost and found as soon as possible. All lost and found clothing articles are discarded at the end of each school year.

LUNCH

The food service provider, Chartwells, has been adopted by the Elko County School District. Nutritious and fresh selections will be available daily and a monthly menu will be sent home.

Cost for hot lunch:

\$2.85 per student

\$.40 per student (reduced)

\$3.85 adult visitor

\$.50 additional milk (one provided with paid lunch)

Please deposit money to your child's account in advance. Lunches **MUST** be pre-paid.

Online payments can be made through the ECSD website (www.ecsdnv.net) under the "My School Bucks" tab.

Purchasing a week of lunches costs \$14.25. For those who would like to pay for the entire school year, the total is \$513.00. **Students need to pay for lunch at the office before school starts.**

Northside is a closed campus, which requires children to remain on the school grounds during the regular school day. We will release students to go to lunch with their parent or legal guardian only. Students who leave the building for lunch will be marked tardy if they do not return by the time classroom instruction begins.

Students who are excused for home lunch must have written permission from a parent and/or guardian. *Home lunch means that students are excused to go to their own home for lunch.*

LUNCHROOM EXPECTATIONS

Much like the school bus, the lunchroom is an extension of the classroom and the same rules for behavior are expected. Students should be respectful of other people's food, polite to each other and lunch room staff, and speak at a quiet volume with those close to them. Because the amount of time to eat is limited, it is expected that students will eat first and visit second. When it is determined to be appropriate lunch room monitors may ask students to stop conversing so they have time to consume their food. Nutrition is an important part of the learning process and we want to make sure that all students have adequate opportunity to finish their meal.

MEDICATION

Medication can only be given to students by the school nurse and only with proper verification from a doctor that the medication is necessary. No medication may be kept by students or in classrooms. Contact the school nurse should it become necessary for medication to be given during school.

PARENT CONCERNS: PROCEDURES

If, during the course of the school year, you have questions or concerns about your child's education, please follow this process:

1. Meet with your child's teacher and work through the problem solving process:
 - A. What is the problem?
 - B. What are the causes of the problem?
 - C. How can the problem be solved? (Identify all the options.)

3. If you were unable to solve the problem after meeting with your child's teacher, please schedule an appointment to meet with the school administrator and the teacher.

It is district policy that complaints regarding instruction, discipline, or learning materials be handled and resolved *as close to their origin* as possible. The proper channeling of complains is as follows:

Teacher

School Administration

Director of Elementary Education

Asst. Superintendent

Superintendent

School Board

A public complaint form is available from the school office should you wish to file a complaint.

PARENT/TEACHER CONFERENCES

There are two scheduled times for parent/teacher conferences throughout the school year. You will be contacted by your child's teacher with exact times for your conference.

Conference Dates: Fall: November 6 & 7 Spring: April 1 & 2.

Informal conferences between teachers and parents are always welcomed should the need arise. In order to maintain the school schedule, it is encouraged to arrange these conferences in advance. Generally, the best time is before or after school.

PLAYGROUND RULES

1. Obey all directions given by duty teachers.
2. Stay inside the fenced area. Report balls that go over the fence to duty teacher.
3. When the bell rings, stop your game immediately, line up in the correct area, and return equipment to the bins.
4. Keep your hands and feet to yourself at all times.
5. Keep food off of the playground.
6. Do not pick up or throw wood chips, snow, or ice for any reason.
7. All games are open to all students who want to play.
8. MP3 players, iPods, and other electronic devices do not belong at school. The school is not responsible for lost or stolen items.

ADDITIONAL EXPECTATIONS ON THE PLAYGROUND

1. **Monkey Bars:** Students are not allowed to crawl on top of the bars.
2. **Slide Rules:** Students are allowed to only go down the slide feet first. Do not climb up the slide nor on the outside of the slide.
3. **Zip Line:** If you cannot reach the zip line by yourself, you are NOT ALLOWED to use it. Older students must push themselves. DO NOT push each other on the zip line.

PTA

Each year the PTA helps with programs for students, volunteering in classrooms, and fundraising for numerous school improvements. Members are always welcome. For meeting dates or membership information contact the school. *The PTA President for the 2019 – 20 School Year is Sarah Carone.* Northside is fortunate to have an established PTA at its site. Check out their Face book page at [Northside Elementary PTA](#).

RECESS POLICY

All students will be sent outside for recess. Students who are ill will not be allowed to stay indoors without a doctor's excuse stating they are well enough to be at school but not well enough to go outside. In the event that a student needs to stay indoors, only that student will be allowed to stay inside.

REPORT CARDS

Students in Kindergarten – Grade 2 receive standards-based report cards based on the Nevada State Standards. Report cards are issued at nine week intervals throughout the school year for a total of four report cards, two in the first semester and two in the second semester. For any concerns in between reporting periods, contact your child's teacher.

SAFE AND RESPECTFUL LEARNING ENVIRONMENT (NRS 388.132 Aug. 2015)

The intended goal of the Legislature is to ensure that the public schools in this State provide a safe and respectful learning environment in which persons of differing beliefs, characteristics and backgrounds can realize their full academic and personal potential. It is the intent of this policy to ensure that all administrators, principals, teachers and other personnel of the ECSD demonstrate appropriate behavior on the premises of any public school in the district by treating others persons, including, without limitation, pupils, with civility and respect and by refusing to tolerate harassment and intimidation.

Elko County School District and each school will maintain an online Bully Report form on their websites and inform students and parents annually of the form location. Elko County School District will provide appropriate bully prevention training in the appropriate methods to facilitate positive human relations among pupils by eliminating the use of bullying and cyber-bullying so that pupils can realize their full academic and personal potential.

SAFETY/SECURITY

Northside wants all students and staff members to be safe. To ensure this occurs, doors to the school will remain locked. The main entrance will remain opened. All visitors/volunteers to the school must use these doors and sign in and out at the front office. While this may seem inconvenient at times, this helps to ensure the safety of your child and everyone in the building.

At the end of the school day, please wait outside of the school building where you will be met by your child. The time at the end of the school day is important for the teacher and your child. Please help us keep this reserved for the important end of the day instructional activities.

Cameras have been strategically places about the inside and outside of the school for additional safety.

SCHOOL CLOSING

If for any reason school should be closed, an automated phone call to parents will be generated. It is imperative that phone numbers be kept current in the school office. You can also listen to the following radio stations:

KRJC 95.3 FM
KELK 1240 AM

The superintendent will make the final determination on any school closing. There is an “Alert” page on the district website that will advise of any school closures (www.ecsdnv.net). At times, the district will deem a “late start” day due to extreme weather. The school day would begin 2 hours later or at 10:15 AM.

SCREENING

Students participate in basic health screening (weight, height, hearing, vision, etc.) along with academic screening (speech and language, reading, math, etc.) throughout the year. Should further evaluation be needed, parents will be contacted for permission to perform a more thorough assessment.

SICKNESS

Students who are ill should not be at school. Refer to the Absence Procedures section of this handbook for details on how to report a student’s illness to the school.

Please do not request that students stay indoors during the day as this doesn’t allow teachers a chance to leave their classrooms. If a doctor has told you that your child is able to attend school but should remain indoors, please provide verification of this. Only the sick student will be allowed to remain inside.

STUDENT MESSAGES

Please limit messages to be given to your child for emergency situations only. It is important your child understands how he/she will be getting home each day **PRIOR** to leaving home in the morning. Any message that **MUST** be delivered to a child must be received by the secretaries by 2:45 PM (1:30 on Wednesdays). Northside will do its best to relay important messages in a timely manner.

TARDY POLICY

The first entry bell rings at 8:10 a.m. and the tardy bell at 8:15 a.m. Students who are not in the classroom by 8:15 a.m. are considered tardy. **All students need to check in at the office if they are tardy. Students will receive a tardy slip / stamp and be sent to class.**

Excessive student tardiness will be dealt with in the following manner:

3 Tardies: Student receives a verbal warning from the office.

5 Tardies: Notification Letter sent home from the office notifying parents of excessive tardies.

10 Tardies: Notification Letter sent home from the office. Parent meeting with administration. Students may be assigned recess detention for every additional tardy incurred for the rest of the school year.

TEACHER REQUESTS

Student placement for each school year is generated and compiled while considering multiple factors. Northside’s teachers and administration strive to create balanced classroom groupings for the upcoming school year. If there are extenuating circumstances that would be pertinent when placing your child in a certain class, please provide a written letter with a request and reason for your child to be in a certain classroom. Compliance with any requests cannot be guaranteed.

TELEPHONE CALLS

Use of the telephone by students is limited to **emergency calls and school business calls ONLY.**

Calls for permission to attend parties and ride buses with friends, bring tennis shoes for PE, etc. will not be permitted. Please address these matters at home before school starts. A note from the student's teacher is required before the telephone may be used.

TRUANCY POLICY

Per Nevada Revised Statute (NRS 392.130), the parent or legal guardian or other person having control or charge of the pupil shall notify the teacher or principal of the school orally or in writing within 3 days after the pupil returns to school.

Northside will adhere to the following procedure when the above conditions are not met and a student is deemed truant:

Truancy #1: Parents will receive a letter indicating that their child has been deemed truant.

Truancy #2: Parents will receive a letter indicating that their child has been deemed truant a second time. The letter will indicate that if the student is declared truant a third time they will be deemed a habitual truant and a citation will be issued.

Truancy #3: A Truancy Citation will be issued and signed by the student. Parents will receive a copy of the citation and a letter indicating their child has been deemed a habitual truant. The Elko County Juvenile Detention Center will be sent a copy of the truancy citation and all three truancy letters.

VISITORS

ANY individual visiting the school for any reason **MUST** report to the school office, sign in and wear the appropriate name tag. If it should be necessary to speak with a student or teacher directly, the office personnel will make the proper arrangements. If you will be attending a field trip with your student, please sign in at the office and wear the appropriate name tag. Regardless of reason, all visitors need to report their presence in the building to the office first. Visitors must also sign out at the front office when leaving the school.

VOLUNTEERS

Classroom volunteers are always appreciated. Please make arrangements with individual teachers when selecting times/dates to volunteer at the school. **ALL** volunteers must sign in at the front office when arriving **AND** sign out when leaving. Typical volunteer activities include listening to students read, reading orally to students, math and reading flashcards, assisting with art activities, etc. Some share their talents in art, music, travels and business with the entire class. We appreciate and welcome this type of participation. When volunteering, the school respectfully requests that parents not bring younger siblings to the classrooms.

WATCH DOG / WATCH MOMS PROGRAM

Northside will continue to welcome Watch DOGS (dads) and Moms to work in classrooms with children, assist in the lunchroom and at recess, patrol the halls and promote family relationships. To ensure a positive experience for all, Northside asks the following rules be followed:

1. Notify the school at least three days before the planned day of attendance
2. Parents may be asked to assist in similar grade level rooms
3. No cell phone use
4. Adhere to Northside's rules and regulations including dress code and respectful attitude
5. Complete a survey in the office at 2:50 PM or prior to leaving the school

WITHDRAWAL

When it is necessary for a student to withdraw from Northside, their parent or guardian needs to contact the office to fill out the necessary paperwork and make sure all accounts are paid and books have been returned to the Library.



NORTHSIDE ELEMENTARY
2019 - 2020

I have read and reviewed the
Northside Student Handbook with my child.

Please sign and return:

Parent/Guardian Signature

Student Signature

Teacher's Name

Date

The classroom teacher will keep this on file for the 2019 – 2020 school year.