

# Jacks Valley Elementary School Student Handbook



Pam Gilmartin, Principal  
267-3267

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Jacks Valley Elementary School  
701 Jacks Valley Road  
Carson City, NV 89705  
775-267-3267

Dear Parent(s):

It is my pleasure to welcome you to Jacks Valley Elementary School. The teachers and staff join me in saying we are happy to have you as part of the Jacks Valley family. We hope this will be a successful and satisfying year for you and your child.

The pages of this handbook are filled with helpful information about our school. Go through the entire handbook quickly at first. Then go back and read the pages that apply to you now. I suggest that parents and students read it together. Feel free to ask your child's teacher, principal, or counselor for additional information or explanation of the material in this handbook. All school board policies and regulations can easily be located on the Douglas County School District website: [dcsd.k12.nv.us](http://dcsd.k12.nv.us).

Close cooperation between the home and school is essential to promote the best interest of your child. Parents are encouraged to visit school and to attend scheduled conferences. Mutual benefits accrue when there is a meaningful exchange of information between home and school.

It is our hope that this handbook will be helpful to you and that it will promote understanding. One of our goals is to see that parents and guardians of students feel at home at Jacks Valley Elementary School. Please feel free to call and discuss any information with me.

Sincerely,

Pam Gilmartin

“No person shall, on the basis of sex, race, color, national origin, or disability be excluded from participation, be denied the benefits of, or be otherwise subject to discrimination.”



Jacks Valley Elementary School Mission Statement:

“The Jacks Valley Elementary School community will encourage academic excellence and responsible citizenship by instilling a love of learning in a safe, motivating, and positive environment.”

**The Douglas County School District is an Equal Opportunity/  
Affirmative Action Agency and does not knowingly discriminate  
against any person on the basis of race, color, creed, religion, national  
or ethnic origin, sex, sexual orientation, age, or disability.**



## **Jacks Valley Elementary School Covenant**

- 1. Learning will take place in a positive learning environment which is safe, respectful, and child-centered.**
- 2. Learning will promote student accountability both academically and behaviorally, empowering students to reflect on their own progress to meet school expectations.**
- 3. Learning will be an active process that focuses on experiences, relevancy to real life and hands-on activities. Learning styles will be considered when planning lessons.**
- 4. Learning will be assessed using instruments which are valid, reliable, and done on a regular basis.**
- 5. Learning and instruction will be enhanced through staff development, providing opportunities to share and improve the educational environment. Health and wellness should be part of staff development.**
- 6. Learning takes place with parent support. We will encourage parent involvement and good communication between school and home.**
- 7. Each school day, the Pledge of Allegiance shall be performed, although students with objections are free not to participate. After the Pledge, the school will observe thirty seconds of silence per NRS 388.075.**



# Jacks Valley Elementary School

## **Expectations**

**As a partner in your child's education these are our expectations:**

- **Read nightly with your child**
- **Check homework nightly**
- **Check, sign, and return PeeChees every week**
- **Attend conferences requested by the teacher either in person or by phone**
- **Support our school wide testing by:**
  - **Making sure your child has a nutritious breakfast**
  - **Making sure your child gets enough sleep**
  - **Understanding the importance of regular attendance**
- **Have a conversation with your child about appropriate behavior and the no tolerance for bullying or violence at our school**
- **Go over the weapons policy with your child**
- **Make sure your child has a lunch or lunch money**
- **Make sure your child wears appropriate clothing**
- **Keep your child home if he/she is sick and call if your child is not going to be at school**
- **Be sure your child is here between 8:35 and 8:55**
- **Attend school regularly and plan vacations during off-track times**
- **Pick your child up if he/she is sick or have an alternative plan in place**
- **Volunteer whenever possible**
- **Attend our family school events**
- **Contact the school if there are changes in your phone numbers (home or work) or address**
- **If you have a question or concern, call the classroom teacher first**

**Jacks Valley Elementary School**  
**Information**

School Address: 701 Jacks Valley Road  
Carson City, NV 89705

School Phone: 267-3267

Fax: 267-3211

Website: <http://schools.dcsd.k12.nv.us/jves/>

School Colors: Red, White & Blue

School Mascot: Eagle

School Motto: Learn today,  
Soar tomorrow

School Hours: 9:00 am-3:20 pm  
Kindergarten a.m. 9:00 am-11:40 am  
Kindergarten p.m. 12:40 pm-3:20 pm

Minimum Day: 9:00 am-12:30 pm  
Kindergarten a.m. 9:00 am-10:30 am  
Kindergarten p.m. 11:00 am-12:30 pm

**People Who Can Help You at J.V.E.S.**  
**and in the District**

Classroom Teacher -

\* Always a good first contact

Mrs. Jackie Hostler - Counselor

Mrs. Pat Sturgess - School Nurse

Mrs. Carol Patrick - Secretary

Mrs. Michelle Supelana-Mix - Secretary

Ms. Amanda Gilbert - Psychologist

Mrs. Karen Norberg - Librarian

Mr. Andrew Fromdahl - ESL Teacher

Mrs. Cris Jezek - Reading Specialist

Mrs. Jan Matts - Reading Teacher

Ms. Sylvia Willadsen -

Early Childhood Special Ed

Mrs. Rebecca Ultsch - Speech Teacher

Mrs. Denise Higgins - Food Services

782-7613

Mrs. Sharon Inman - Transportation

782-5194

District Office - 782-7179

**Lunch**

Hot lunch is served daily at a cost of \$2.50 or a 20-day ticket may be purchased for \$50.00. Milk can be purchased separately for 50 cents.

Students without a lunch will have the opportunity to call their parents. Students are not allowed to charge lunches.

Breakfast is served at 8:45 a.m. at the cost of \$1.50.

Checks should be made payable to the School Nutrition Program. Reduced price and free lunches are available for those students who meet the eligibility requirements. Forms for these special programs are available in the office.

Parents are welcome to join their child for breakfast/lunch. The cost for parents is \$1.75 for breakfast and \$3.50 for lunch. It would be appreciated if you call the kitchen so that they are prepared for any additional meals.

EDK lunch	11:40-12:40
1,4 lunch:	11:30-12:15
2,5 lunch	11:45-12:30
3,6 lunch	12:15-1:00

During the school year we do have special lunches, i.e., Mother's Day, Father's Day and Grandparent's Day. Please watch our newsletters for future information!

**Lost and Found**

Articles not claimed by students are kept in designated buckets in the east hallway. We strongly urge parents to label all articles of clothing and lunch kits. Due to the lack of storage space, after each break, these items will be donated to a charitable organization. Students may go to the Lost and Found with permission from their teacher. Parents may also check in the office for lost items.



### School Nurse

Following is a brief description of some services provided by our School Nurse:

- Coordinates health programs in the school
- Provides emergency first aid during school hours.
- Visual and audio screening
- Dispenses medication
- Coordinates medical services for needy families.
- Contacts parents in the event of student illness/injury while at school
- Verifies all immunization records in compliance with Nevada School Law

**NOTE: PLEASE BE SURE TO SUPPLY THE SCHOOL WITH PHONE NUMBERS SO THAT WE CAN CONTACT YOU IN CASE OF EMERGENCIES.**

Some things the School Nurse cannot do:

- Diagnose medical problems.
- Treat non-related school accidents.
- Dispense medications that are not properly labeled.

Please notify the School Nurse whenever you suspect that your child has a communicable disease.

Policy on dispensing of Medication at School

Prior to any medications being taken by any pupil at school during school hours, documentation from the attending physician and the parent/guardian shall be filed with the nurse on the appropriate District forms. Please call the nurse for information.

### Medication Policy

No medication may be administered to any student during school hours without the written request of the parent and the written order or prescription of the prescribing physician. Over-the-counter (non-prescription) medication can only be administered upon written parent approval.

The parent/guardian must deliver the over-the-counter and/or prescribed medication to the school office in a sturdy container. The container shall be labeled with the name of the student, the medication, the dosage, and the time schedule.

### Dress Code

Our dress code requires that students pay attention to personal cleanliness and not wear clothing that would detract from the educational process. Bare midriffs, tank tops, short shorts, and clothing printed with inappropriate language, double meanings, or substance abuse messages are prohibited. Shoes or sandals must be worn. Mid-thigh shorts are allowed. Hats may not be worn in the building. A two inch shoulder strap is required.

### Student/Parent/Teacher Communication

- Plans for after school should be made in the morning before your child leaves home. Please refrain from calling the school to talk to your child or to leave messages for him/her.
- The telephones in the building are business phones and may be used by stu-

dents only on an emergency basis. In an emergency situation, messages will be relayed through the office to your child.

- If a parent wishes to talk with a teacher, the secretary will place the message in the teacher's mailbox and a return call will be made as soon as the teacher has time available.
- **We cannot stress enough the importance of keeping addresses and phone numbers up to date at all times.** These will be our source in case of illness or emergency. You may notify us of any change by calling the office or preferably, by sending a note with your child. We ask that you include at least two names and numbers of people in the immediate area who may be contacted to come to school in case of accident or illness.
- **The main method of getting information to you about your child and the school is through the weekly Student Folder (Peechee).** Each student is given a personalized folder at the beginning of the year (or upon enrollment). All flyers, schoolwork, and notes from the teacher will be put into the Folder. The Student Folder goes home with students on Thursday, and should be initialed by a parent and returned by the student on Friday.

### **Taking Students Out of Class during School**

In order to protect your child, the district has a very firm policy on taking students out of classes during the school day. The following procedure will be used:

1. Under normal circumstances, either parent of the student should be allowed to take a student from school.
2. In the event the parents are separated or divorced, and the school is furnished with a

certified copy of a court order wherein one of the parents is granted custody of the student, then the student should be released only to the parent who has the sole custody.



3. In the event a student has a guardian; the school will release the student to his/her guardian. The school will have a certified copy of the guardianship order. (A temporary guardianship order properly executed by the County Judge will fulfill requirement.)

4. The only other persons who should be permitted to take students from the school are those who have been given written permission by the person or persons who have



control of the student (such as those listed on your emergency form).

5. The principal or designated representative should be the only person authorized to release the student from school.

### **School Supplies**

Students in first through sixth grade need a backpack. Our older students also find a binder to be useful when organizing homework and other papers.

As a parent, you might find that a box of school supplies with items such as pencils, crayons, scissors, glue, etc. is great to have at home for your child to use when doing their homework. It saves time and is always available when needed.

### Textbooks and Library Books

Students have full responsibility for textbooks and library books issued to them. Any book that is lost must be paid for, and the assessed fine for damaged textbooks must be paid before any school records and reports can be released.

### Transportation Services

School buses are available for transporting every student to the elementary schools in our district except kindergarten, which is provided one way. Requirements are established to help guarantee the safety of every student.

1. Each student will be placed on the bus daily unless written permission is on file at the school allowing for another means of transportation.

2. Some schools are located within subdivisions which make it conducive to bike riding and walking. Parent permission allowing either one must be stated in writing. If you desire your child to walk or bike to school, complete the permission form provided and return it to school immediately. **Students must register in the office if they are a bike rider or walker.**



3. When there is a need to change your child's usual means of transportation home, you must notify the school in writing each time.

If your child carools to scouts, etc each week, we must have a letter on file giving permission for the child to leave with another individual other than the parent. All names of those with whom your child may ride must be on file.

4. Temporary transfers from one bus to another are allowed if a note stating the nature of the transfer is brought to the office. A transfer form must be signed by the principal and given to the bus driver before a student may ride a bus other than the assigned bus.

### Transportation Pick-up and/or Drop-Off

If you bring your child (or pick them up from school), please use **the west side parking lot** directly west of the school. Making *advanced* arrangements with your child as to where this pick-up area is located will help both parent and child know where they will meet.

### Visitors/Parent Volunteers

We would like to extend an open invitation to all parents and encourage those who have the time to volunteer their services to the schools.



Many teachers welcome classroom help. This includes copying, cutting out materials, and helping individual students. **To ensure the safety of your children, we do request that all visitors come by and sign in at the office and pick up a Jacks Valley Visitor Necklace before going to the instructional area or the playground.** If you desire to visit your child's class, you may wish to make prior arrangements with your child's teacher. We love volunteers and welcome each and every one of you!

Our school has an active parent group that would be greatly appreciative of your help and support. Notification of these group meetings and calls for help on individual projects are announced in each school's monthly newsletter.

### Homework

Recognizing the need for and the benefits of homework, students at JVES will have regular homework assignments to be completed at home and returned to school. The amount of homework will depend upon the grade level and abilities of the student. **Parents are not expected to be placed in an instructing position**, but are encouraged to participate and be involved in completion of homework. Often times, expressing an interest motivates children, as well as affording the parents an opportunity to stay abreast of what the students are learning. We feel homework, using a common sense approach with proper balance, can be highly beneficial to the total school program.

Homework can help a student to develop responsible work and organization habits that s/he will need throughout his/her school career. If at any time a parent feels the homework is too excessive or the assignment too difficult, please contact the child's teacher to discuss this matter. We are very concerned about the students maintaining a healthy attitude regarding homework. The following provides a weekly homework time schedule for grades kindergarten through six:

20 – 40 minutes	Kindergarten
40 – 80 minutes	One through three
60 – 120 minutes	Four through six

In kindergarten through second grades, we have provided homework bags, also known as Buddy Backpacks to your student. Students will be responsible for reading their guided reading books each night that a



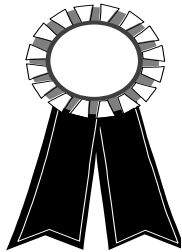
book is sent home in a special Eagle Reader bag. In third grade, students will do Homework Bags weekly and do reading each night. In fourth and fifth grades, students will be reading Accelerated Reader books for homework each night. Each teacher has a different type of response journal/reading log for your child to complete. Problem solving activities are sent home nightly in all grades. Sixth grade is the first year that academic achievement is directly related to homework. In this case, teachers will decide what homework is appropriate. Personalized Education Plans may require other work done at home. Please do the required homework with them. Thank you.

### Helping Your Child with Homework *Pointers for Parents*

Here are some things you can do to help:

- Be a willing listener when your child talks about school activities.
- Provide a place to study that is well lighted.
- See that your child is distracted as little as possible while studying.
- Turn off the radio or television if it is in the room where the child is studying.
- Spend time listening to your child read. Ask the teacher to suggest reading material for use at home.
- If possible, provide your child with resource materials, such as a child's dictionary, reference books, and a globe --- and encourage their use.
- Help your child work out a good study schedule. Two shorter study periods are usually better than one lengthy session.
- Allow time for other worthwhile after school activities.

- Go over homework with your child to see that it is carefully done – and make encouraging comments.
- Help your child locate materials that are needed in class. Remember the public library.
- If your child is having difficulty with his schoolwork, ask the teacher how you can help.
- Watch educational programs with your child and help him to understand what he is seeing.



- Provide opportunity to learn from experiences outside the classroom.
- Most important of all, enjoy helping your child learn.

### **Counseling Services**

Jacks Valley Elementary School offers a variety of counseling services. Mrs. Jackie Hostler, the school counselor, is a member of the school staff and works with students at all grade levels. Individual counseling services can be provided for parents or children to help with any of those very normal concerns that occur in raising children. A list of outside referral resources is available upon request. She also has available parent education programs, wherein parents can learn and share ideas relating to helping children to learn to grow. We also have an excellent family resource library located by the counselor's office. The counselor can be reached at 267-3267. Feel free to contact her if you have any questions or concerns.

### **Discipline**

Pages have been included in this Student Handbook that explain such things as the expectations of students, Standards of Excellence, school rules, safety rules, disciplinary action and forms used by JVES with discipline situations. Please take the opportunity to read them thoroughly. If you have any questions or need clarification, please contact the classroom teacher or the office.

### **Recognition Programs**

We have several different ways of recognizing our students. Monthly Exemplary Eagle Awards are given in the classroom and perfect attendance pencils are awarded monthly. Birthdays are recognized in the cafeteria. Students receive a cupcake. Sil-

# Standards of Excellence

(The 5 E's )

**ESTEEM** - Respect others and myself

**EMPATHY** - Treat others as you wish  
to be treated

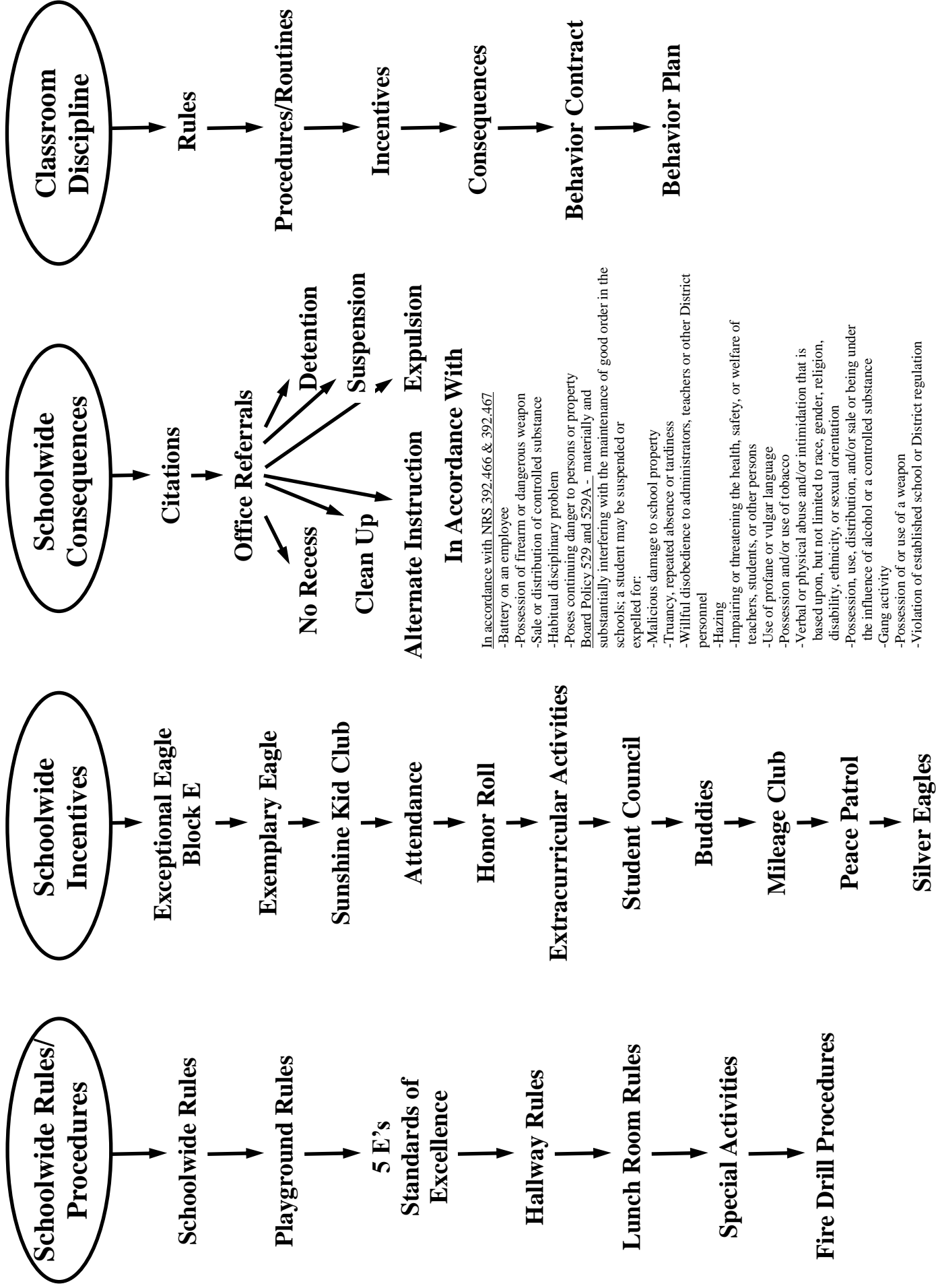
**EXPECTATIONS** - Be responsible  
and think before you act

**ENVIRONMENT** - Protect and respect

**EXEMPLARY** - Always do my best



# General Behavior Procedures



# JACKS VALLEY ELEMENTARY SCHOOL RULES

## 1. ALL SCHOOL EVENTS

- Students will have quiet voices while waiting for a performance to begin
- Students will sit on their bottoms
- Students will not boo, hoot, whistle, or clap excessively
- Audience will clap for all participants
- Students should not bring anything with them to an all-school event
- No hitting, pushing, kicking, grabbing, biting, pinching, scratching, spitting, tripping, kissing, hugging, or holding hands

## 2. HALL AND RESTROOM

- We always walk quietly in lines inside the building
- A pass must be used in the hallway by students when not accompanied by a teacher or other staff member
- Students will respect school restrooms by not flushing toilets until they overflow, not putting paper towels in the sink, not putting rocks in the water fountain, not standing or hanging on bathroom doors, not writing on the mirrors or walls
- Students will not litter in the restrooms or wet/spray paint their hair

## 3. FIRE DRILL PROCEDURES

- Students quickly exit the building quietly in a line
- Students walk
- Quiet voices are necessary to hear all instructions
- There is no game playing or horsing around during the drill

## 4. CAFETERIA

- Use a normal voice for conversation
- Clean your area before you leave
- Remember to raise your hand before leaving your seat
- While an adult is talking, show respect by listening carefully
- No bouncing of balls. All balls should be on the ball rack.

## 5. TRANSPORTATION

- Students may not call at 3:10 to change their destination or form of transportation
- Students who walk or ride a bike home must register in the office
- Students need a note to verify a change in their mode of transportation

## 6. PLAYGROUND

- Students will go outside for recess whenever possible. Students are expected to wear appropriate clothing during cold weather and take these items from their class to recess. Students cannot return to class from recess for outdoor clothing or playground equipment.
  - No boomerangs, bats, baseballs, hard rubber balls, includes tennis balls, gum or food
  - No bouncing of balls on school walls
  - No throwing or kicking balls at people
  - No gymnastics, karate/tae kwon do kicks
  - No playing in the dirt planters
  - No tackling or tripping in any game
  - No climbing, hanging, or swinging on tree branches
- Always stay inside the fenced playground areas unless given permission by a teacher or playground aide
- Line up as soon as the bell rings
- Keep your shoes on
- When on the citation board, students should sit quietly
- Students will not throw or kick snow/ice/rocks at others
- All balls should be put on racks when the bell rings

## **SAFETY RULES FOR PLAYGROUND EQUIPMENT**

### **SWINGS**

- No twisting or jumping off
- No standing or riding on stomach
- No rollup seats (to make it higher)
- No running in front of, or in and out of
- Push from rear only
- Hold on with both hands
- No side to side swinging

### **SLIDES**

- One person slides at a time
- No walking up or down, or going down on your stomach
- No stalling at the top
- No jumping off or climbing up the slides
- No throwing of anything from the top
- No throwing of anything from the top
- No pushing
- No toys, rocks, or dirt on the slides

### **WILD THING**

- No jumping off or walking on the outside
- No “tag” type games or running on the top
- No blocking the entrances and exits
- No rocking on ladder
- Same slide rules apply

### **SOCCER GOALS**

- No hanging or climbing on them

### **TETHERBALLS**

- No hanging or kicking, only hit with your hands
- Always state the rules before you play

### **BLACKTOP**

- Kicking balls is only okay on the playground, not on the blacktop.
- All balls should be returned to the rack when the bell rings.

### **BLUE WALL**

- Four square rubber balls only
- Two balls per side
- No “closing” game or throwing the balls over the wall
- No dodge ball against the blue wall

### **TEETER TOTTER**

- No standing or “cherry bombs”
- Two people only
- Sit with feet on each side of the board and hold on with both hands

### **SEASONAL RULES**

- No sliding on ice or down snow piles
- No throwing or kicking snow/ice/rocks/pine cones

### **FLIP BARS, MONKEY BARS AND CLIMBING EQUIPMENT**

- No standing on the top
- Must have two hands on the bars at all times
- Take turns after ten flips
- No hanging by your knees

### **SHELTER/PLAYGROUND TABLES**

- Everyone is welcome to sit under the shelter
- No sitting or standing on top of tables or seats
- No tag games

### **TREES**

- Students should stay in front of the trees/not behind them
- Students cannot play in the ditch

## **Types of Student Behavior**

That may be cause for disciplinary action

### **Physical Aggression**

- Bullying/harassment
- Hitting
- Attack on any person
- Destruction of property
- Fighting
- Sexual Harassment
- Throwing snow / ice at someone

### **Verbal Aggression**

- Disrespectful toward adults/students
- Vulgarity
- Sexual Harassment
- Threatens bodily harm
- Hazing
- Intimidation

### **Insubordination**

- Refusing to follow directions/defiance
- Poor citizenship
- Forgery
- Skipping citation board, detention, etc.

### **Classroom Behaviors**

- Repeatedly violates rules
- Repeatedly speaks out/disrupts
- Excessive talking/annoying classmates
- Cheating
- Thefts
- Tantrums

### **Other**

- Using or possessing narcotics/alcohol/controlled substance
- Bringing dangerous instruments on campus
- Truancy/leaving class or campus
- General misconduct in the restroom or at special functions

## **DISCIPLINARY ACTIONS**

- **Time out/Discussion of Offense** The student will explain what happened and what could have been done to prevent the situation.
- **Citation Board** The student may be asked to take a time-out by the building for an assigned period of time during his/her recess.
- **Mediation Essay** A student may need to write a mediation essay during a recess or alternate place for instruction.
- **Conference** A student may be requested to discuss appropriate behavior. The student may be required to sign a behavior contract.
- **After School Detention** The student must stay after school for a designated amount of time following the close of the school day. Parent will provide transportation.
- **Restitution** The student may have to develop a plan to compensate for damage, loss, or injury. This may include clean-up detail, paying for damage, etc.
- **Alternate Place for Instruction** The student may be temporarily removed from the classroom and will receive his/her instruction in an alternate school placement such as the office.
- **Suspension** (In accordance with NRS 392.466) The student is temporarily removed from school and not allowed to return for a specified number of days.
- **Classroom Teacher Removal of Student** (In accordance with NRS 392.463) If, in the teacher's judgment, a student's behavior has seriously interfered with the teacher's ability to teach, the student will be assigned to a temporary alternate placement.
- **Habitual Discipline** (In accordance with NRS 392.4655) Habitual disciplinary procedures will be implemented if a student: threatens or extorts, or attempts to threaten or extort, another student or school employee; is suspended for initiating two fights; has five documented suspensions, each being 3 days or more in a single year; the student will be suspended or expelled for a period equal to at least one semester.
- **Discipline Panel** A student may be referred to a school panel made up of at least two teachers who will review the student's disciplinary record and make recommendations.
- **Expulsion** (In accordance with NRS 392.466) A student may be removed from school for a specified number of days determined by the Douglas County School Board.

**Jacks Valley Elementary School**  
**AB 521 Classroom Teacher Removal of Student**

**Student** \_\_\_\_\_ **Grade** \_\_\_\_\_

**Teacher** \_\_\_\_\_ **Time** \_\_\_\_\_ **Date** \_\_\_\_\_

**I. Description of seriously disruptive behavior:**

**II. Steps taken by the teacher to alter disruptive behavior before removal:**

**III. Prior communication with parent/Principal regarding previous behavior concerns:**

**Teacher Signature** \_\_\_\_\_

**Jacks Valley Elementary School**  
**DISCIPLINARY FORM**

\_\_\_\_\_  
**Student Name: Last, First**

\_\_\_\_\_  
**Teacher**

\_\_\_\_\_  
**Date**

**INFRACTION**

**DESCRIPTION**

\_\_\_\_\_ Physical Aggression (posing a threat  
to another student, harassment,  
serious fighting)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Classroom Behavior

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Disrespectful toward Adult

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Open Defiance to Staff Member's Request  
Failure to Carry Out Request from:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Destruction of School Property

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Playground Behavior

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Other

\_\_\_\_\_  
\_\_\_\_\_

***CONSEQUENCES/ACTIONS***

\_\_\_\_\_ Time-Out/Discussion of Offense

\_\_\_\_\_

\_\_\_\_\_ Clean-Up Detail/Length

\_\_\_\_\_

\_\_\_\_\_ Time-Out/Mediation Essay

\_\_\_\_\_

\_\_\_\_\_ Loss of Recess

\_\_\_\_\_

\_\_\_\_\_ Call to Parent

\_\_\_\_\_

\_\_\_\_\_ Letter Home

\_\_\_\_\_

\_\_\_\_\_ Alternate Class Placement/Length

\_\_\_\_\_

\_\_\_\_\_ School Suspension/Length

\_\_\_\_\_

\_\_\_\_\_ Other

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## Playground Citation

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Class: \_\_\_\_\_

Time	
Morning	_____
A.M. recess	_____
Lunch	_____
P.M. recess	_____
Other	_____

### Infraction:

- \_\_\_\_\_ Physical aggression
- \_\_\_\_\_ Disrespectful toward adult
- \_\_\_\_\_ Open defiance to staff member's request/failure to carry out request from: \_\_\_\_\_
- \_\_\_\_\_ Destruction of property
- \_\_\_\_\_ Playground behavior
- \_\_\_\_\_ Other

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Consequence: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## **TIPS FOR PARENTS**

**“Talk with your child about the violence he or she sees....**

**Parents can help create safe schools. Here are some ideas that parents in other communities have tried:**

- Discuss the school’s progressive discipline plans with your child. Show your support for the rules, and help your child understand the reasons for them.
- Involve your child in setting rules for appropriate behavior at home.
- Talk with your child about the violence he or she sees on television, in video games, and possibly in the neighborhood. Help your child understand the consequences of violence.
- Teach your child how to solve problems. Praise your child when he or she follows through.
- Help your child understand the value of accepting individual differences.
- Note any disturbing behaviors in your child. For example, frequent angry outbursts, excessive fighting and bullying of other children, cruelty to animals, fire setting, frequent behavior problems at school and in the neighborhood, lack of friends, and alcohol or drug use can be signs of serious problems. Get help for your child. Talk with a trusted professional in your child’s school or in the community.
- Keep the lines of communication open with your child - even when it is tough. Encourage your child to always let you know where and with whom he or she will be. Get to know your child’s friends.
- Listen to your child if he or she shares concerns about friends who may be exhibiting troubling behaviors. Share this information with a trusted professional such as the school psychologist, principal, or a teacher.

- Be involved in your child's school life by supporting and reviewing homework, talking with his or her teacher(s), and attending school functions such as parent conferences, class programs, open houses, and parent group meetings.
- Work with your child's school to make it more responsive to all students and to all families. Share your ideas about how the school can encourage family involvement. Welcome all families, and include them in meaningful ways in their children's education.
- Encourage your school to offer before-and-after-school programs.
- Volunteer to work with school-based groups concerned with violence prevention. If none exists, offer to form one.
- Find out if there is a violence prevention group in your community. Offer to participate in the group's activities.
- Talk with the parents of your child's friends. Discuss how you can form a team to ensure your children's safety.
- Find out if your employer offers provisions for parents to participate in school activities.

**Help to Keep Schools Safe!**

# Parent Handbook (excerpt)

By Jan Jubert

## **What Is Looping?**

Looping is the opportunity for students and a teacher to stay together for two or more years and share in individual growth and development in all areas; such as cognitive, academic, emotional, psychological, social, etc.

Looping provides a learning environment that parallels a close-knit family; one that produces and thrives on maintaining successful individual and group learning, cooperation and collaboration, positive social skill development and interactivity, and individual and group responsibility and independence in learning, growing, and developing into life-long learners.

There are many benefits from a looping program, but one of the greatest is the additional learning time that occurs because significant time has been saved at the beginning of the second year of each subsequent loop. This is accomplished by not having to repeat routine procedures and practices, reestablish behavior standards and expectations, and develop individual and group responsibility, accountability and independence in the learning environment.

Moreover, there are many other great benefits to looping, such as these that provide a student with:

- a sense of stability
- an “extended” family
- reduced apprehension
- strong interpersonal relationships and the time to build and maintain them
- enthusiastic attitudes
- a sense of community
- trusting and honest relationships
- the development of life-skills
- a stronger sense of community among teachers, students and families
- strong bonding because of a high comfort level
- an individualized and customized instruction and curriculum because the teacher knows the students and the content
- a tailored curriculum to foster higher academic and social expectations
- improved learning and achievement
- greater confidence
- a secure and safe environment to become risk-takers, an absolute necessity for learning and discovering
- a curriculum that builds on previous experiences and prior knowledge because the teacher was a significant part of those previous experiences and prior knowledge learning and activities
- the development of higher order thinking skills
- a greater opportunity to compare and contrast learning and learned concepts
- the opportunity to practice and solidify reading and writing skills
- an interactive community of independent learners
- an increased academic performance
- greater anticipation
- increased self-esteem
- an environment that promotes and achieves good mental health

**Within a looping environment, your child will be given a quality education within a strong**

**literacy foundation and a core knowledge curriculum that has been tailored and implemented by authentic assessment.**

**I am sure that you will find that looping will help your child to grow and succeed and become a positive individual; one that is happy and enthusiastic about learning and acquiring knowledge, by himself and with his friends.**

**In conclusion, I would like to share my very personal feelings about my experience and thoughts on looping. In finishing my fourth complete loop, I will once again put away my second grade materials and reflect upon what “we” as a “family” have shared; the triumphs and failures, the laughter and tears, the sufferings and celebrations, the work and the play, and at last, the bonding of sincere, compassionate and caring people. I find myself thinking once more of how lucky I have been to hold one more class so closely for two years and know that I have seen each and every child achieve academic excellence and greatness in their successes. I know that we have become true friends in learning and in life because we each cherish a small place in our hearts for what we had together passing through learning within the same time and space. I thank the students as they leave, for helping me grow into a better teacher and person, a true professional educator; created for them, with them and by them, using looping as the “vehicle that drives it all home.”**

**ANNUAL NOTIFICATION OF RIGHTS UNDER  
THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

The Protection of Pupil Rights Amendment (PPRA) affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

**Consent** before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

**Receive notice and an opportunity to opt a student out of:**

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screening, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

**Inspect**, upon request and before administration or use of:

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the education curriculum.

DCSD has developed policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. DCSD will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. DCSD will also directly notify parents and eligible students such as through U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- collection, disclosure, or use of personal information for marketing, sales or other distribution
- administration of any protected information survey not funded in whole or in part by the U.S. Department of Education
- any non-emergency, invasive physical examination or screening as described above

Parents and eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

For additional information, please contact the DCSD Special Services Office, at 775-782-4355, or write to:

Special Services Office  
P.O. Box 1888  
Minden, NV 89423

**Jacks Valley Elementary School  
2011-2012**

I have received a copy of the school handbook and have read it. I understand its contents.

Student's Name \_\_\_\_\_

Classroom Teacher \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date

**PLEASE COMPLETE THIS FORM AND RETURN TO YOUR  
CHILD'S TEACHER.**

*Jacks Valley Elementary School*

**Walking or Riding A Bike to School**

During the 2011-2012 school year my child will be:

\_\_\_\_\_ Riding a bike

\_\_\_\_\_ Walking

to or from school with my permission.

Student's Name \_\_\_\_\_

Classroom Teacher \_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date

**PLEASE COMPLETE THIS FORM AND RETURN TO YOUR  
CHILD'S TEACHER (if applicable).**