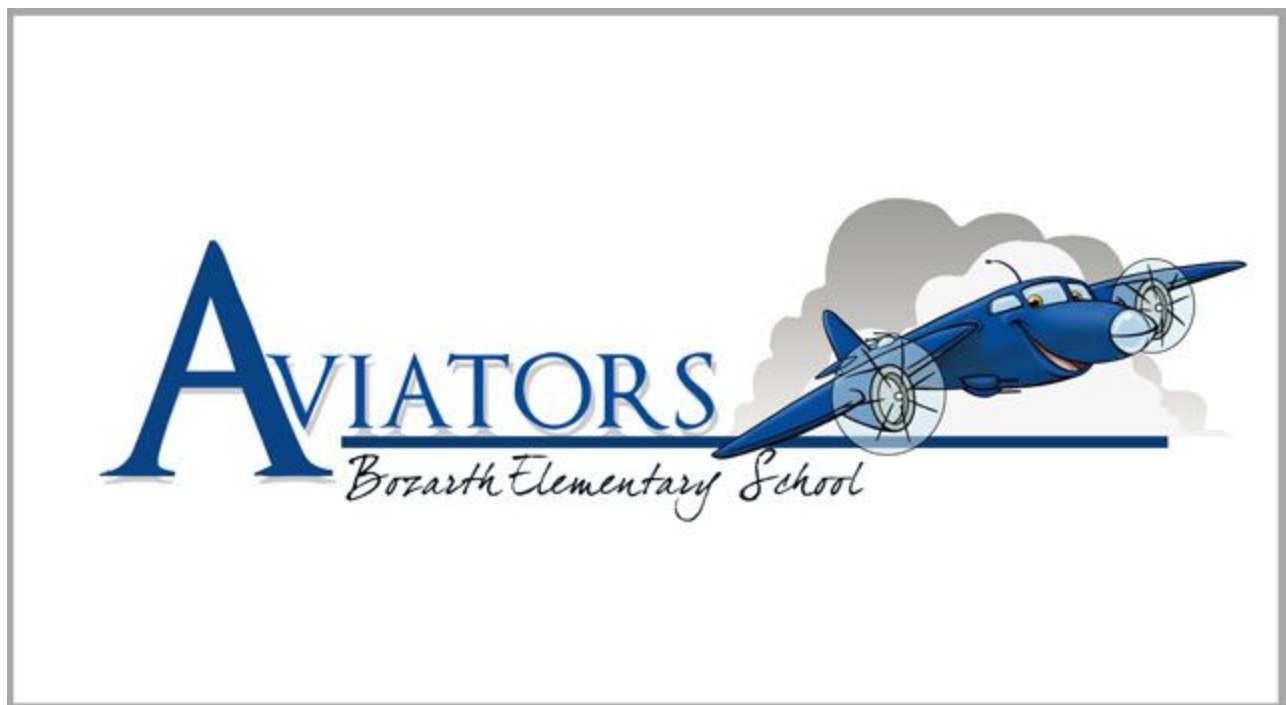


# Student/Parent Handbook 2018-2019



In order to keep you informed, we have prepared the following school information for you.

We hope you find this information helpful.

Henry & Evelyn Bozarth Elementary School  
7431 Egan Crest Drive \* Las Vegas, Nevada 89166-1600  
Main Number: (702) 799-6608 \* FAX: (702) 799-8818

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Mr. Bailey McGuire, Principal



## Mrs. Ilene Kohen, Assistant Principal

### STUDENT HOURS

Grades K - 5 (Regular session) 8:00 a.m. – 2:11 p.m.  
Pre-Kindergarten A.M. (Regular session) 8:00 a.m. – 10:30 a.m.  
Pre-Kindergarten P.M. (Regular session) 11:40 a.m. – 2:11 p.m.

### School Administration and Office Staff

Principal..... Bailey McGuire  
Assistant Principal..... Ilene Kohen  
Office Manager .....Cynthia Farrell  
Elementary School Clerk .....TBD  
Office Specialist.....Tencia Morris  
First Aid/Safety Assistant.....Carol Jimerson

### Bozarth Mission Statement

Students, staff, and parents of Bozarth Elementary School will build a community which promotes high expectations for achievement, mutual respect, and leadership in a student-centered environment.

### Bozarth Vision Statement

The Bozarth Community will work together respecting the uniqueness of children in developing responsible learners and productive citizens.

### Accident or Illness

Every accident or injury occurring during school hours or during a school-sponsored event must be reported immediately to the teacher in charge and to the School Health Office. A student who is too ill to remain in class should report to the Health Office so that parents can be notified. School health personnel are not allowed to diagnose illness or injury. Please check with your family physician if you have a question about your child's health.

### Attendance

The importance of regular attendance cannot be over emphasized. We expect students to be in school every day that they are physically able. If your child is absent for more than two days, parents should notify the office. A student may make up work following absences. The teacher needs to provide necessary instruction before assigning work. Please do not request work in advance of a vacation. When a student returns from an absence, please send a note explaining to his/her teacher the reason for their absence.

### Bicycles

Parents are encouraged to provide locks for children who ride bicycles to school. Bikes need to be locked in the gated bike rack area during the school day. The school is not responsible for any loss or damage to bikes. Please discuss bike safety with your child before allowing him/her to ride to and from school. The school strongly encourages students to wear bicycle helmets to and from school. Skateboards and rollerblades are not allowed on school campus.

### Classroom Disruptions

It is the intent of the staff to use instructional time to its fullest advantage, and we ask your cooperation in this effort. Messages, delivery of items, etc. to students who are in class will be limited to emergency situations only. Please make every effort to plan student appointments for after school.

### Classroom Observations

On occasion, parents request to observe their child in the classroom setting. We do allow classroom observations; however, to limit disruptions to the classroom setting, we have established the following guidelines:

- Classroom observations will occur only with an administrator present and must be scheduled in advance,
- Classroom observations will be limited to thirty minutes in length.
- The parent cannot disrupt the educational setting, i.e. talk to or distract the child or classroom teacher during instruction.

- Upon arrival, parents need to sign in to the front office and receive a visitor's badge.
- If your presence or actions cause a distraction to the learning environment, the observation will be concluded. Any future observations will be scheduled at the discretion of the Principal.

After a classroom observation, any conversation with the teacher should be held when students are not present. We'd be happy to set up a conference time with you to provide the time and attention you deserve. Thank you for your cooperation.

### Classroom Recognition

Within each classroom, students are recognized for demonstrating academic and social progress. Outstanding achievements as well as improved performance are recognized both individually and as a group. Recognition may include, among others, verbal encouragement, visits to the principal, assistant principal, or other office personnel, written commendations, classroom awards, special privileges, phone calls and positive notes.

### Delivery of Messages to Students

To ensure the safety of your child, we cannot take and deliver messages to your child over the phone. You must be present at the front counter and be able to show proper identification for us to tell your child to go home in a manner different from what you directed in the morning. The only exception to this would be to go to Safekey since an adult with identification is required to pick a child up from Safekey. Thank you for your cooperation.

### Discipline Procedures

When school-related misbehavior occurs, the school administration and teachers may decide to use a variety of strategies to address the problem. The school will use a corrective action which complies with CCSD Policy and Regulation, best addresses the nature of the problem, and is progressive in nature based on the student's citizenship record. Typically, disciplinary action will begin at the minimum; however, it may be necessary to take more severe action immediately based on the misbehavior. Some behaviors are considered so serious they will result in the parent being contacted to pick up the student from school. In such instances, a conference with an administrator will be scheduled.

Possible disciplinary actions include, but are not limited to: Informal Talk, Parent Notification, Loss of Privilege, Temporary Alternative Placement, Required Parent Conference, Suspension, or Expulsion Recommendation.

### Student Self-Responsibility Program

Students learn responsible behaviors through actions designed to teach, model, reinforce, and reward desired behaviors. Positive reinforcement is considered the best method for developing desired behaviors. Special school-wide incentives such as the Aviator Pledge positively reinforce those students who have model behavior. When students do not perform according to stated expectations, their actions result in the use of appropriate logical consequences. The goal of the Discipline Program is the development of student self-responsibility. While it is necessary to establish rules for certain situations such as the playground, simple rules are the best.

The three Bozarth rules are:

- We use kind words
- We use kind actions
- We follow instructions



## Dress and Appearance

Students' dress, personal appearance, and conduct are required to be of such character as not to disrupt or detract from the educational environment of the school. Any style that tends to diminish instructional effectiveness or discipline control by teachers is not acceptable. The CCSD Dress Code:

- A. Requires the wearing of shoes with soles.
- B. Prohibits wearing crop tops (no skin showing between bottom of shirt/blouse and top of pants or skirts), strapless, low-cut clothing, clothing with slits, or tops and outfits that provide minimum coverage.
- C. No spaghetti straps permitted; all sleeveless shirts must have straps at least three inches wide and cover the shoulder.
- D. Requires that all shorts, skirts and dresses must be fingertip length. If shorts are worn, they must be hemmed and without fraying.
- E. Prohibits the wearing of headgear on campus except for designated school approved uniforms or at authorized athletic events or activities.
- F. Prohibits slogans or advertising on clothing that by that controversial or obscene nature disrupt the educational setting. No spike or studded clothing.

The principal shall retain the authority to grant exceptions for special occasions and/or special conditions.

## Drug Free Schools and Communities Act

If a student needs help with drug or alcohol problems, he/she should contact a teacher, school nurse, school counselor, or principal.

## Emergency Data

The school must have a current address, home telephone number, work telephone number, and an emergency phone number on file. This information is essential in case of student illness or accidents. Please notify the school of any changes in this information. If, for any reason, the parent or emergency contact listed on the enrollment card cannot be reached, the principal and/or designee (nurse, office manager, assistant principal) will use his/her best judgment in deciding on medical attention.

## Enrollment and Withdrawals

When a student enrolls, he/she will not attend class until the next school day. If you plan to withdraw your child, the office must have at least one day's notice in order to prepare records.

## Homework

The purpose of homework is generally to provide practice and reinforcement for skills taught in school. Consideration is given to a child's outside activities, so homework is usually not assigned on weekends or holidays and is not given as punishment. If your child struggles with a homework assignment please let the teacher know. You can initial the unfinished homework and return it to school. Generally time spent on homework should not exceed:

|              |            |         |            |
|--------------|------------|---------|------------|
| Kindergarten | 5 minutes  | Grade 3 | 30 minutes |
| Grade 1      | 10 minutes | Grade 4 | 40 minutes |
| Grade 2      | 20 minutes | Grade 5 | 50 minutes |

## Lost and Found

When items are lost and found at school, they are placed in the multipurpose room. Please check the location periodically if your child has missing articles.

## Lunch Program

The following are provided through the school lunch program:

**Breakfast - \$1.25\* Lunch - \$2.00\* Milk - \$.25\***

A breakfast and lunch menu will be sent home with students each month. Applications for reduced or free meals may be obtained online at [www.myschoolapps.com](http://www.myschoolapps.com). \*Prices subject to change. **Students are encouraged to buy breakfasts and/or lunches in advance for a week or a month and will**

**be credited with the number purchased.** Purchases for breakfast and/or lunch should be made daily prior to the start of the school day. Credits can be used for breakfast or lunch. Checks are the preferred payment and should be made out to: Bozarth Elementary School.

**\*Parents may also utilize [www.schoolpaymentsolutions.com](http://www.schoolpaymentsolutions.com) to pay with a credit card, check your child's balance, or see what your child is eating.**

If your child has some special medical need regarding diet (allergies, etc.), please inform the Food Service staff in writing.



## Medication

If a physician has prescribed medication for your child to be taken during the school day, a form must be obtained from the office and completed by the parent or guardian. This record gives permission for authorized school personnel to administer medication to your child and is kept on file in the school health office. Parents must bring the medication, in its original container with prescription label, to school along with the authorization form. Do not send the medication with your child. Non-prescription medication such as aspirin may not be dispensed by school personnel. Students should not bring over-the-counter medication to school.

## Missing and Damaged School Books

It is very important that students learn to respect and care for school textbooks, trade books and library books. If a student loses or damages school books, it will be necessary for the books to be replaced.

## Parent and Community Volunteers

We welcome, appreciate, and love our volunteers! If you are able to help during the school day, please contact your child's teacher so times and responsibilities can be established. Information on obtaining the **required volunteer badge** is available in the office. However, if you are unable to come to school, but would like to help with classroom chores at home, please contact the teacher or office.

\*A note to Parent and Community Volunteers: As adults, it is very important that we model the School-wide Procedures and Expectations and dress code expected of staff and students. Parent volunteers are asked to follow the same basic CCSD dress code guidelines listed above. Thank you for your cooperation.

## Parent Conferences

Communication between the parent and teacher is critical. We encourage parents to communicate with their child's teacher at any time. Regular parent- teacher conferences will be held as necessary. If a student is doing unsatisfactory work, the teacher will send home an unsatisfactory notice by the end of the sixth week of each grading period.

## Parent Teacher Association (PTA)

Parents are invited to join and participate in the Bozarth PTA. We encourage you to offer your support. You will receive notice of meeting dates and times.



## Parent Communications

We want everyone to be pleased and satisfied with every aspect of the school operation. However, we know that on occasion you may have a concern. If the concern relates to your child, the first step is to contact your child's teacher. A concern not related to your child should be brought to the attention of a building administrator.

## Personal Possessions

Please label, in ink, students' coats, lunch boxes, and personal possessions. This is the only way we have of returning lost items.



### Picking Up and Dropping Off Students

For the safety of our students, the school's parking lot is closed in the morning from 7:45-8:00, and in the afternoon from 2:00-2:20. Cars will not be able to enter or exit the parking lot during these times. The kiss-and-go lane is available during drop-off and dismissal times for the convenience of those choosing not to walk or park off-campus.

**Beginning this school year**, families will say goodbye to their students at the gate in the morning. With the exception of the first week of school, only students and staff will be allowed on the blacktop prior to school. While we are saddened by the need for this, we know it will increase student safety and improve the security of our campus. Parents and guardians will continue to have the front office staff available to them to answer any questions during this time.

**Students can arrive at school at 7:45 a.m.** (15 minutes prior to the start of the school day). Supervision will not be available prior to this time. To ensure your child's safety, please adhere to this time and pick up your child promptly at dismissal.

**Students will be dismissed at 2:11 p.m.** Students walking home and being picked up will walk with their teachers to the front of the school.

- Students who are not picked up after school will be brought to the office to call a parent/guardian. If a parent/guardian cannot be reached by 2:30 p.m., an attendance officer may be called to transport the student to the Andre Agassi Boys and Girls Club at 800 N. Martin Luther King.

### Principal/Assistant Principal Appointments

We appreciate whenever parents are able to stop by and say hello. We also like to remain available for important matters that come up. As with any professional office, appointments scheduled in advance are very much appreciated and given first priority.

### Progress Reports

All students will receive progress reports from the regular classroom teachers. These reports will be sent home on a regular basis and are to be signed and returned the following school day.

### Report Cards

CCSD operates on a semester calendar. Report cards will be sent home at the end of the first semester and again at the end of the school year.

### Safekey Programs

The county-operated Safekey Program is an extension of the school day for those children who need supervision before or after school. The Safekey main office number is 229-3399. We recommend that **all families** sign up for Safekey in preparation for unseen circumstances (flat tire, traffic, emergency, illness, etc.)

### School Expectations and Procedures

School procedures and expectations maintain an environment in which instruction and learning can occur. On the last page of this handbook is a listing which will be reviewed with all children during the first week of school. Please take a few minutes to discuss these with your children.

### School Wide Recognition

Students who exemplify the Aviator Pledge will be presented with an Aviator sticker and be permitted to call home to share their recognition. Students who have perfect or near perfect attendance for a grading period will be recognized at the end of the reporting period.

### Service Medals

Bozarth students have the opportunity to earn recognition medals for fulfilling service requirements by participating in school clubs.

School clubs may include:

|                     |              |              |              |
|---------------------|--------------|--------------|--------------|
| Student Government  | Honor Choir  | Basketball   | Book Club    |
| Girls on the Run    | Cheerleading | Robotics     | Running Club |
| Instrument Ensemble | Art Club     | Girls Coding | Aviators     |
| Great American      |              |              |              |

Medals will be presented at a school awards ceremony.

### Student Early Dismissal

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 the office 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 cards. **There will be no early dismissal after 2:00 p.m.**

### Student Nutrition

Student nutrition guidelines must follow the CCSD Student Wellness Regulation 5157 and CCSD Food Service Regulation 96.02.00. Candy, popsicles and soda are not permitted. Furthermore, all food that is unapproved or from an unknown source is considered a health hazard. All food served to students must be store bought. Under no circumstances will home-made items be permitted for student consumption in recognition of a student's birthday. Parents/guardians may join their child for lunch if they have obtained the required volunteer badge, however, food may only be provided to their individual student. All birthday items will be eaten during lunch time in the multipurpose room. Balloons are not permitted. One birthday invitation is required for all classmates if distributed on school campus however invitations will not be handed out during class time.

### Student Use of Phone

The school phone is for business purposes. Students will only be allowed to use the phone in emergencies.



### Tardies

If your child is tardy, he/she is to report to the office where he/she will be given a tardy slip. He/she is then to go directly to his/her classroom. Parents, the first ten minutes of school set the tone for the day, so please see that your child arrives on time. Tardies are disruptive to the classroom and also have an adverse effect on students' educational progress. Students are expected to be at school on time. Unexcused tardiness will result in disciplinary action and/or notification being sent to the parents.





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