



## **Charlotte and Jerry Keller Elementary School**

5445 Cedar Ave  
Las Vegas, NV 89110

702-799-2140

# **Parent and Student Handbook**

## **2023-2024**

## **SCHOOL HOURS OF OPERATION**

Office Hours.....7:30 a.m. - 4:00 p.m.

### **CAMPUS GATES OPEN AT 8:55 a.m.**

There is no student supervision available after 3:21 p.m. Please be on time to pick up your child.

### **ENROLLMENT**

Enrollment must be completed **each year** online for new **AND** returning students. Upon completion of online enrollment, you must bring your child's birth certificate, shot records, and proof of residence to the school's office. All of this must be done in order for enrollment to be completed. If your child's enrollment is not complete, they will not be able to start school until the enrollment is complete.

Students enrolling from another CCSD school, state, or country must also complete online registration and provide required documentation.

For your child to start on the first day of school, enrollment must be completed by the **Friday, August 4, 2023**. Please visit the following website for additional enrollment information:  
[www.register.ccsd.net](http://www.register.ccsd.net)

### **VISITORS**

In accordance with Clark County School District (CCSD) regulations, and in the interest of students' safety, it is extremely important that we know who is present on our school campus at all times. When visiting the school, please begin by stopping in the front office for a visitor's pass. Visiting classrooms can only occur with express permission of the teacher and may only be for a maximum of 30 minutes.

For your safety, your child's safety, and the safety of school staff, new school district guidelines require that all schools have a single point of entry for visitors and students. For parents and guardians, all visits to the school will be through the school office only. Parents, family members, and guardians will not be allowed on school campus before or after school and must remain outside the school's front gate during student arrival and dismissal. All students K-5 will enter and exit through the front of the school. All other gates will remain locked at all times.

### **STUDENT ARRIVAL AND DEPARTURE**

Children are not to arrive at school until 8:55 a.m. There is no supervision until the gates open at 8:55 a.m. Students in grades 1st through 5th will enter the campus through gate 1 at the front of the school. Kindergarten students will enter through gate 3 near the Kindergarten area at the front of the school. District policy states that parents are not allowed on campus before or after school.

All students will eat breakfast in their classroom from 8:55 a.m. – 9:10 a.m. The tardy bell will ring at 9:10 a.m. Students arriving at 9:10 or after, will need to go to the office to obtain a tardy pass to go to class.

To drop your child off at school, please park in the front parking lot or go through the "Kiss-N-Go" drop off lane at the front of the school. The "Kiss-N-Go" drop off lane is **not** a place to park and walk your child to the gate. If you wish to walk your child to the gate, please park in the parking lot. Please do not double park or block others from dropping off their children. Please do not move the

cones in the driveway area. Please also follow handicapped parking laws. We do have people who work at or volunteer in our school who are handicapped, and they need these spaces available.

**It is essential that all students are picked up immediately following dismissal at 3:21 p.m. There is no supervision after 3:21 p.m. If you are unable to pick up your child on time, please contact one of your emergency contacts to come pick your child up.**

**Students in Kindergarten will be dismissed from the Kindergarten gate. Students in 1st grade will be dismissed from Gate 1 at the front of the school. Students in 2nd grade will be dismissed from Gate 4 along Riata drive. Students in 3rd through 5th grade will be dismissed at the gate nearest their classroom. If students in 3rd through 5th are in a classroom in the 40s, they will dismiss at Gate 1, for classrooms in the 50s will dismiss from Gate 2 and classrooms in the 60s and 70s will dismiss from Gate 4.**

If your child is not picked up by 3:21 p.m., someone in the office will attempt to notify you and/or an emergency contact. If no one can be reached by 3:45 p.m., your child will be taken to Safekey. **All parents/guardians are required to complete a Safekey enrollment form as part of the school's enrollment process. Parents/Guardians will be responsible for reimbursing the school for the Safekey fee in the amount of \$10.00.** Please provide several emergency contacts and phone numbers to help avoid this situation from occurring.

**For parents who are habitually late in picking up their child(ren), it may be necessary to contact CCSD Police and/or Child Protective Services.**

Bus riders are required to ride their assigned bus unless they present the office with a letter from their parents explaining the exception.

In order to protect instructional time and allow teachers time to give end of the day instructions and homework assignments to students, **there will be no early release/dismissal of students after 3:00 p.m.** If you need to pick up your child for an appointment, please do so prior to 3:00. There is no exception.

### **BEFORE AND AFTER SCHOOL CARE**

As a courtesy to parents, before and after school care for children is provided by the Clark County Safekey Program. Hours of operation are before school from 7:00 a.m. – 8:55 a.m. and after school from 3:21 p.m. - 6:00 p.m. Payment for Safekey services must be completed in advance by paying online or in person at a local Parks and Recreation Building.

For further enrollment information and cost, please contact Clark County Safekey:

702-455-8251

[www.clarkcountynv.gov/parks/Pages/safekey.aspx](http://www.clarkcountynv.gov/parks/Pages/safekey.aspx)

### **PARENTLINK**

Our school, along with other CCSD schools, use the ParentLink notification service to enhance communication between school and home. ParentLink is a web-based notification service for schools that is capable of delivering messages via telephone, email, and (SMS) text message. Types of messages that can be sent include the following: daily absent notifications, reminders of special events, and general information. In emergency situations, ParentLink can prioritize and

rapidly send messages containing important communication from the school to parents/guardians. Additionally, ParentLink notifies parents/guardians of unverified student absences. For example, if your child is absent, without prior notice given to the office, you will receive a call from ParentLink informing you of the absence.

To work effectively, it is important that the school has the correct contact information for all our students. This is why we need for you to update your information on a regular basis. To update your contact information, please bring your photo ID to the school's office and someone will help you make the needed changes. You may also update your information in the Infinite Campus Parent Portal system. Please visit [www.ccsd.net](http://www.ccsd.net) for access.

### **ABSENCES AND ATTENDANCE**

Regular attendance at school leads to increased academic achievement. Students who are absent from school will miss valuable instruction. Students will have 5 days to make up missed work following an excused absence. Attendance for your child can be checked through the Infinite Campus Parent Portal. The following information outlines the major components of CCSD's Attendance Regulations:

- Attendance enforcement is a shared responsibility between CCSD and the student's parent(s)/guardian(s).
- Tardiness and early dismissals cause serious disruptions to the educational program and infringes on the educational rights of other students. **Please note, the "Perfect Attendance" award is only granted to those students who are on time and present every academic day for the complete, full-day of instruction.**
- If a student is absent 20 or more days, he/she may be retained in the current grade-level for the following school year. Furthermore, the child may be referred to Child Protective Services for Educational Neglect.
- If your child is absent due to illness or other reasons, please do not contact the office to notify the school of the absence. Instead, please send a note explaining the absence when your child returns to school.
- If your child will be absent for 10 or more consecutive days, it may be necessary for the child to be unenrolled during the time of absence and re-enroll upon the child's return to school. In addition, if the child already has 10% or more absences of enrolled time as well as 10 or more absences, it may be necessary to unenroll your child.

### **DEFINITION OF TERMS: ABSENCES**

#### **Excused/Approved Absences**

- Student is physically or mentally unable to attend school.
- Approval of the teacher/principal has been given for an unavoidable absence due to an emergency.
- Student is participating in a school sanctioned activity outside the classroom during regular school hours, as approved by the principal or principal designee.
- Student is absent due to required court appearance.
- Student is absent due to a religious holiday.
- Parent/guardian informs the school in writing in advance that the child will be absent.

#### **Unexcused/Unapproved Absences and Notes of Truancy**

- Prearranged absence was not approved in writing before the absence.
- Absence was not due to physical or mental inability of the student to attend to school or due to an emergency.

- Parent/Guardian or person in charge of the student failed to notify the school of the reason the student was physically or mentally unable to attend, or the nature of the emergency, court appearance, or religious holiday **within three (3) days** after the student returned to school.
- Student failed or refused to attend school when so directed by the parent, legal guardian, or school official.
- Parent, legal guardian, or person having charge of the student failed to or refused to require the student's attendance at school.

### **TARDIES**

- Student is not physically present in the classroom at the start of the instructional day, which is 9:10 a.m. for grades K-5.
- A tardy becomes a ½ day absence if more than one hour and fifty-five minutes are missed.
- A tardy becomes a full day absence if more than 3 hours are missed of the instructional day.

### **PREARRANGED ABSENCE NOTIFICATION**

- If you know your child is going to be absent for a period of time, you may arrange an absence in advance.

**Please Note: This application must be received at least three (3) days prior to the absence and must meet the criteria and definition of an excused absence. For example, leaving to visit another country or to go on a family vacation IS NOT an excused absence.**

- Submit a completed pre-arranged absence form to the Principal for review. Forms may be obtained from the school office. Parents may request make-up work from the classroom teacher; otherwise, missed assignments will be given to the child upon their return to school. Make-up work is required to be submitted on time (within 5 days upon return to school) in order to receive credit for the work.

**Please Note: If you are planning to request assignments prior to the absence, you must give the classroom teacher a minimum of two-days' notice. This will allow the teacher time to prepare the necessary materials.**

- **Please Note:** Nevada law allows a parent to arrange absences for a child. Per CCSD Regulation 5113, up to ten (10) arranged absences during a school year may be approved. However, arranged absences in excess of ten (10) during the school year are unapproved. Any arranged absences for which the course work is not completed and submitted as required are also unapproved and count toward the limitation of absences. Students who exceed the limitation of absences may be retained in the current grade.
- For elementary students, the CCSD limitation of absences is twenty (20) per year.

### **MAKE-UP WORK**

- Make-up work consists of assigned classroom work (classwork, textbook assignments, etc.) which can be made up following an absence. Assignments, tests and quizzes that are missed due to an absence may be taken at school upon the student's return. In addition, the newly revised CCSD grading policy or at any time prior to the end of the term in alignment with CCSD and Keller ES Grading Policies.
- Please keep in mind, it is virtually impossible for the student to make up work directly related to oral instruction and discussion provided by the teacher, classroom discussions, video presentations, guest speakers, etc.
- Students shall be allowed a minimum of five (5) days to complete make-up work per absence.

### **HABITUAL TRUANCY**

- When a child has been declared truant three (3) or more times within one (1) school year, he/she is deemed habitually truant.
- The principal of a school shall contact a school police officer or the local law enforcement agency and report any student enrolled that is habitually truant. The student shall receive a citation from the school police officer for his/her habitual truancy.
- Parents will receive notices of absences at 3, 6, 9, and 15 absences. These letters will go home with students.
- When your child is absent for 5 days, the teacher will contact you and arrange for you to meet with him/her to discuss any possible barriers that may prohibit regular attendance and will work with you to develop a plan for regular attendance.
- At 9 absences, the student will be referred to the office and a meeting with school administration will be required.

### **EDUCATIONAL NEGLECT**

- Student absences are directly related to the parent/guardian not providing proper care, control and supervision for the well-being of the child and the school has documentation of repeated attempts to contact and engage the parent/guardian.
- Referral goes directly to the CCSD attendance officer, and it is filed with the Department of Family and Youth Services and/or Child Protective Services (CPS)

### **DUE PROCESS**

Parent/Guardian of a student with excessive absences or trancies shall be notified by the school in writing of the absences. The parent/guardian then has three (3) days to respond in writing to the notice to appeal the decision. The administrator shall review the records for any suspected errors or extenuating circumstances and make a final determination of the accuracy of the records.

### **STUDENT RETENTION**

Students recommended for retention are required to go through the Response to Instruction (RTI) process with the classroom teacher and the school's RTI Team.

Elementary students **may be** required to repeat the current grade if the student has a total number of absences exceeding twenty (20) days during the school year and the absences are negatively impacting the student's grades and academic progress. These absences also need to fall into one of the following categories:

1. Are unexcused/unapproved;
2. Exceed ten (10) days of arranged absences;
3. Are arranged absences from which classroom requirements are not completed; or
4. Are any combination of 1, 2, and 3.
5. Absences have impacted learning and as a result, the student is behind academically.

Retention is at the recommendation of the classroom teacher and the RTI Team. Retention may also be required if a student does not make adequate academic progress in the area(s) of literacy and/or mathematics. **The FINAL decision for retention is made by school administration and can be completed without parent consent.** Parents will be notified of the possibility of retention through communication with the child's teacher. Final notification of retention will be presented to the parent in a meeting with the teacher and paperwork will be mailed to the parent no later than June 30<sup>th</sup>.

### **STUDENT PICK UP DURING SCHOOL HOURS**

At Keller Elementary School, we teach up to the last minute of the instructional day, and we spend the last few minutes summarizing the day's activities and reviewing skills and concepts. Therefore, you should not pick your child up early from school unless it is absolutely necessary. **Please make every effort to plan medical appointments and other appointments before or after school hours. We do not permit early dismissals after 3:00 p.m.** If you must take your child out of school for an important appointment, please notify the classroom teacher in writing at least one day in advance. On the appointed date, report to the office with your ID, and we will call your child from the classroom. We require appropriate identification to be provided prior to releasing any child to any adult. Only the people who you list as your emergency contacts may take your child from school. All parents and emergency contacts must show picture ID to pick up students from school. Please see the office clerk if you wish to add names of other adults whom you will permit to pick up your child.

Dismissal on the last day of school will be at 12:35 p.m. There will be no release of students after 12:15 p.m.

### **WITHDRAWALS**

Please notify office personnel in person one week in advance when you are withdrawing your child from school. This will allow the office the needed time to prepare the withdrawal paperwork.

**During the last 15 days of the school year, it is not necessary to withdraw your child from school.**

### **SCHOOL TELEPHONE**

The school office is the center of activities and is busy at all times. Students may only use the telephone in case of an emergency or necessity; however, it should be used with discretion. The phone should not be used by students to ask parents to bring homework to school, to arrange plans for visiting a friend after school, or to ask parents to bring lunch to the child.

**Because we cannot verify your identity over the phone, please do not call the office to obtain information about your child, leave a message, or change pick-up arrangements. To change pick-up arrangements, you must come to the office and show picture ID or contact one of your emergency contacts to pick up your child.**

### **HOMEWORK**

Homework is part of CCSD's educational policy to expand learning activities presented in school. Homework is required at all grade levels, but the amount and type of homework may vary from grade to grade and teacher to teacher. Homework will be assigned Monday through Thursday. Parental interest and support for homework encourages good study habits and a positive outlook toward education on the part of the child.

### **CUSTODY**

If your custody agreement contains information regarding parental rights prohibiting visitation, it is important the school receive a current copy of your court documentation. All information remains confidential and is reviewed by the CCSD legal office. Our goal is to protect your child.

### **EMERGENCY INFORMATION**

The school must have current home and emergency numbers and addresses. It is essential for the school to have this information in case of an accident or illness. Parents/Guardians should provide the school with at least two (2) emergency telephone numbers. If this information changes during

the year, please notify the school immediately by coming into the office with your picture ID or update information in the Infinite Campus Parent Portal.

### **CLASSROOM PARTIES**

In observance of recognized special holidays, the teacher may prepare for and carry out suitable educational activities and parties. The parties are held during the last hour of the school day. All grade levels may conduct special activities for Halloween, Thanksgiving, winter holidays, Valentine's Day, and meeting class goals. Any food items that are donated for special occasions must be store bought. Due to food allergies and for the health and safety of all students, no homemade food items will be allowed.

Birthday celebrations for students are not held at school. **If you plan to bring treats for your child's birthday, please make prior arrangements with your child's teacher.** Many teachers allow this to happen during lunch or during the last few moments of the school day. **Parents may not bring or send balloons, cakes, or other such items to school for birthdays or celebrations. Balloons are no not permitted on campus.** However, because cupcakes are quick and easy to distribute to students, parents may send them in if they wish, as long as prior arrangements have been made with the classroom teacher.

**Only store-bought food is allowed for distribution. This includes items purchased for birthdays and classroom parties.** Due to the potential of staining the carpet, carbonated drinks, especially caffeinated beverages, or drinks with a red or dark color are not permitted.

### **BICYCLES/ SKATEBOARDS/ ROLLER BLADES/ SCOOTERS**

Students using bicycles to get to school must walk them from the sidewalk to the bike rack. Use of the bike rack is at the risk of the owner. Keller Elementary School and CCSD are not liable for lost, damaged, or stolen items.

**Skateboards, shoes with retractable wheels, roller blades, and scooters are not allowed on school grounds at any time.**

### **LOST AND FOUND**

Clothing and lunch boxes that have been lost by students are kept on the stage in the multipurpose room. We encourage parents and students to come to the school to look in the lost and found whenever your child has lost something. Smaller items, such as jewelry and glasses, are kept in the school's office. Please label all lunch boxes, jackets, and sweaters so these items can be returned to your child if they are lost at school.

### **SCHOOL MEALS**

**All students at Keller Elementary School in grades Pre-K through 5 receive free breakfast and lunch.** Students in A.M. Pre-K receive free breakfast and students in P.M. Pre-K receive free lunch. All students are more than welcome to bring their own lunch from home. Please clearly mark your child's lunchbox with his/her name.

### **MEDICATION AT SCHOOL**

All student medication will be kept in the school's health office. All medication will be administered by trained office staff members. Parents should pick up all student medication on or before the last day of school. If you have any questions, please do not hesitate to call and speak to the school's Nurse or School Health Assistant (SHA) at 702-799-2140 extension 4022.



**Prescription Medication:** A student needing prescription medication during school hours must have a completed Medication Release Form on file. This form can be obtained from the health office. A licensed practitioner must have prescribed the medication. If your child complains of not feeling well, please try to determine the cause prior to the child coming to school. If your child has a fever or is vomiting, please keep him/her at home or make other arrangements. Your child should be fever free for 24 hours prior to returning to school.

### **SCHOOL RULES AND PROCEDURES**

Good student behavior is essential in meeting our educational goals for all students. We follow policies set forth by CCSD and the state laws of Nevada when dealing with unacceptable behavior. We appreciate parents/guardians cooperation in dealing with chronic behavioral problems. All students are expected to consistently adhere to the following rules and procedures:

1. Please instruct your child not to go to a friend's house after school without your knowledge.
2. Unless special permission has been acquired from the principal, students are not to bring sports equipment, toys, pets, handheld video games, electronic devices, cameras, or other like items to school. These items, often referred to as nuisance items, cause a disruption to the learning environment and should be kept at home. Students found in possession of such items will have the item(s) confiscated and they will only be returned to a parent/guardian at the end of the day.
3. Bike riders must walk their bikes once entering school campus and they must park their bikes in the designated bike area. Bicycle locks are required. Keller Elementary School is not responsible for lost, stolen, or damaged bikes.
4. Students may not climb fences or be on the school roof at any time, including weekends.
5. Students are not permitted on campus after school hours or on the weekends.
6. Students are expected to complete homework and class work promptly and to the best of their ability.
7. Gum is not permitted at school at any time.
8. Students will be expected to follow school-wide rules posted in the classroom and other school areas.
9. Many families have purchased cellular telephones for their children as a method of staying in contact with their child. Please be advised that using cellular phones during the instructional day is prohibited. **All cellular phones must be turned off during the school day, unless used for instructional purposes with the permission and direction of the teacher.** Furthermore, Keller Elementary School is not responsible for lost or stolen cellular phones.

### **STUDENT DISCIPLINE**

For the complete regulation dealing with student discipline, please visit CCSD's website and search for K-12 Student Code of Conduct (CCSD Regulation 5141.1)

Depending on the infraction or broken school rule(s), a student may be required to have a conference with school administration. Actions taken for minor infractions may include the following: conference with student, school citation to be signed by the parent, telephone call to the parent/guardian, lunch detention, and/or parent signature on school discipline report documents. Major infractions may include an office referral, required parent conference, suspension with instruction, or suspension.

**Discipline administered to students is confidential and cannot be shared with people other than the parents/guardians of the student who is being disciplined.**

Bus related infractions are typically in writing on a bus citation form and are sent to the Assistant Principal. Bus citations are handled within an acceptable timely manner.

If a student engages in any of these unacceptable behaviors, he/she may be sent home with the requirement that a conference be scheduled with the parent, child, and administration before the student can return to school. This is referred to as a Required Parent Conference (RPC), Suspension with Instruction (SWI), or Suspension. At Keller Elementary, we use restorative justice practices in which we discuss with the student how their misbehavior impacts others, provide opportunities for restitution, and conference with parents regarding outside resources. In addition, our school has a Behavior Intervention Team of licensed teachers who assist teachers in developing positive behavior support for students in need of behavior intervention.

The following are considered serious school infractions:

- Aggressive behavior towards others
- Insubordination
- Disrespecting authority
- Classroom disruption
- Extortion
- Theft
- Leaving school campus without permission
- Serious offenses which endanger the safety and/or health of others
- Damaging school property
- Bringing a weapon (real or toy) to school (even if there is no intention of harming others)
- Repeated minor infractions
- Bullying
- Cyberbullying

### **HYDRATION**

Proper hydration is important for good health. Each classroom is equipped with a water fountain. Teachers have received information on how to watch for signs of dehydration. Students are encouraged to drink water frequently. Water bottles are permitted in the classroom. Water bottles should contain water. Please do not send water bottles with Gatorade or other like substances with your child to school as these products stain the carpet.

### **DRESS AND APPEARANCE**

Students are required to show proper attention to personal hygiene and cleanliness. In order to not cause a disruption or detract with the educational learning environment, dress, personal appearance, and conduct must conform to CCSD Regulation 5131.

Regulation 5131 specifies the following:

1. Shoes must have soles. Flip flops do not have a solid sole and are not allowed as they create a safety concern, especially during recess and P.E. We encourage parents to be aware of their child's assigned days for P.E. so that appropriate athletic shoes may be worn on those days.
2. Sandals must have a strap around the ankle. Please do not wear sandals on assigned P.E. days. At school, students are frequently in crowded areas and if they are wearing sandals, they may be at an increased risk of injury.
3. No skin may be shown between the bottom of the shirt/blouse and top of the pants, skirts, or shorts. Tears in jeans must be at or below the knee. No rips or tears above the knee are allowed on pants/jeans.
4. Strapless, low-cut clothing, clothing with slits, or tops and outfits that provide minimum coverage may not be worn.
5. Spaghetti straps are not permitted.
6. All sleeveless shirts must have straps at least **three-inches wide** and **cover the shoulder**.

7. All shorts, skirts, and dresses must be at least finger-tip length when holding the arms straight down along the side of the body.
8. If shorts are worn, they must be hemmed and without fraying.
9. Hats may not be worn on campus except for designated school approved uniforms, at authorized athletic practices/activities, or at recess time. Hats must be removed while in the school building.
10. Slogans or advertising, which by their controversial or obscene nature, disrupt the educational setting and are prohibited.
11. Spiked or studded clothing, wallet chains, or other items deemed unsafe are not permitted.
12. Coats, mittens, and scarves must be removed upon entering the classroom.

If students do not follow the dress standards, parents/guardians will be contacted and will be required to bring a change of clothes or appropriate shoes for their child. Administration has the right to designate which types of dress, fashion, fads, or appearance disrupt or detract from the educational setting as well as those that may be a potential safety hazard.

### **GRADES AND REPORT CARDS**

For elementary school students, report cards are issued two times per year at the end of each semester (January and May). At the end of the first and the final semester of the year, report cards are distributed to students upon dismissal on the assigned report card days. Report cards **may not** be distributed prior to the assigned report card distribution day.

For students not attending on the last day of school, parents may pick up their child's report card from the office on the day following the last day of school. If parents/guardians would like the report card mailed, they may send a self-addressed stamped envelope to their child's teacher prior to or on the last day of school.

As a courtesy to our families, teachers issue hard copies of student progress reports every other month. However, written progress reports are not required due to the availability of information on Infinite Campus. Parents/Guardians may check grades, attendance, or fee information through Infinite Campus at any time using the online parent portal.

The **Infinite Campus Portal** allows parents/guardians to view their child's current grades. If you have concerns about your child's academic achievement, be sure to visit the Campus Portal for updated information. You may download the Campus Portal App free of charge. **The district code for the infinite Campus Parent Portal is ZLSBJB.** If you experience problems with infinite Campus, or if you need a login or password, please contact our office for assistance. If you have forgotten your user name and password, please bring a picture ID to the school office for assistance.

Written Unsatisfactory Notices are issued, as needed, several weeks before the close of each grading period. Teachers will send home an Unsatisfactory Notice if your child's progress is such that his/her report card grade may fall two or more letter grades or if the child may receive a failing grade on his/her report card. Parents are expected to sign and return the notice to the teacher and are encouraged to schedule a conference with the teacher. If you have any questions or concerns regarding your child's grades, class work, homework, assignments, or teacher grading policy, please contact your child's teacher via phone or email to schedule a conference.

### **STUDENT RECOGNITION PROGRAMS**

Keller Elementary School provides a variety of special recognition programs to reward K-5<sup>th</sup> grade students for outstanding grades, academic improvement, attendance, and excellent citizenship.

The Honor Roll Program provides special recognition each grading period for students who earn all A's and receive no N's on their report cards.

Special incentive activities are also held for students who earn Perfect Attendance. **In order to earn these incentives, students must be present during the entire instructional day and cannot have any tardies or early dismissals.** These activities are held within the few days following each semester's grading period.

Each month, selected students are recognized for excellent citizenship. Selected students receive special certificates, pencils, and local coupons for free items.

Every Friday throughout the school year is Spirit Day, where students are encouraged to wear their Keller t-shirts. If students do not have school t-shirts they may also participate by wearing school colors which are red, white, and black. School logo t-shirts may be purchased in the school office. To encourage team spirit, on the First Friday of each month prior to the Friday before the Super Bowl, students and staff are encouraged to wear their favorite "team" jersey or shirt.

Some teachers plan extra-curricular activities for students for things such as excellent behavior or meeting classroom goals. Students who receive an office referral, Required Parent Conference (RPC), Suspension With Instruction (SWI), or Suspension during the last 8 weeks of school may not participate in end of the year extra-curricular activities. It is up to the discretion of the teacher and will be communicated with the parent prior to the activity.

### **PARENT-STUDENT-TEACHER ACADEMIC PLANNING TIME (PARENT TEACHER CONFERENCES)**

Teachers will contact the parents/guardians of their students to schedule a parent-student-teacher conference. During each school year, one day and one evening are designated by CCSD as Parent Student Teacher Academic Planning Time (PSTAPT). Please be aware of these assigned dates and times for these conferences as students will not attend school on the designated day. In addition, parents are welcome to request a conference anytime throughout the school year and as often as necessary.

### **DRUG-FREE AND BULLY-FREE SCHOOL**

Keller Elementary School is a drug-free campus in accordance with the Drug-Free Schools and Communities Act Grant. If a student needs help with drugs or alcohol problems, he/she should contact a teacher, school nurse, school social worker or administration.

Keller Elementary school is also a bully-free school. Bullying and cyberbullying of any type, verbal, physical, or written, that occurs on campus or on the bus is absolutely prohibited. Your child's safety is very important to us. All students have a right to learn in a safe and caring environment. If a student has a concern regarding bullying, he/she should report the incident immediately to a teacher or staff member. In accordance with state regulations and district policies, if a student is involved with bullying either as the victim or offender, the parents of both will be notified immediately. Administration will investigate the situation with a resolution to be completed within five days. Bully is defined as: unwanted and REPEATED written, verbal, or electronic expression of physical acts or gestures, or any combination thereof, that are directed at a person or group of persons or an imbalance of power to control or harm others.

### **PARENT INVOLVEMENT**

Keller Elementary School encourages parent involvement. If you are interested in volunteering at school or in your child's classroom, please contact your child's teacher or office personnel for

detailed information. When volunteering at Keller Elementary School, CCSD employee dress codes and confidentiality guidelines must be followed. If volunteering more than three days a month, it is required for parents to watch a video and sign Regulation 4100 acknowledgment. Please make arrangements with the office to watch that video.

In addition, our school's organizational team (SOT) is made up of teachers, support staff, and parents. The SOT team advises the principal on matters related to school improvement and budget. SOT meetings are held each month and each meeting's agenda is posted on the school's website. The SOT meeting is open to all parents and we encourage parents to come to these monthly meetings. At the end of each meeting, public comment is available. See agenda for guidelines.

### **PARENT COMMUNICATION/ CLASSROOM/ TEACHER CONCERNS**

Your commitment to your child's education drives the success that our school is working hard to achieve. Your help is needed for us to maximize learning opportunities for all students. Please consider the following guidelines to assist you when you have questions, concerns, or ideas that require attention:

**Classroom or Teacher Issue? Question or Idea?** Contact the teacher. Arrange a conference to discuss concerns or to obtain information. If the situation is not resolved with the teacher first, please come to the school's office and complete a parent concern form. This form will be given to the teacher to resolve the issue within 24 hours. If all of the above have been completed and the issue continues, please call or stop by the office to arrange a meeting with the teacher's immediate supervisor.

**Please be aware that issues and questions are usually resolved and answered at the level in which they occur. It is strongly recommended that you discuss situations with your child's teacher first.** It is important to work together to support the education of all of our students. Keller Elementary School is committed to acknowledging your concerns and/or issues within 24-hours (within 1 school day) in terms of initially informing you that the appropriate entity is in receipt of the information provided. There may be times in which classroom, school, or district responsibilities may prohibit the individual you wish to speak with from being available to address your concerns or questions. However, your concern or question will be fully communicated and addressed in a timely manner. Additionally, there may be times in which your inquiry will be redirected to a more appropriate individual based on the nature of the concern and/or steps that have yet to be taken to resolve the matter. We are committed to strengthening the lines of communication between school and home and value your partnership.

In addition to the above information, additional school events specific to Keller Elementary School will be advertised on the school's website. Additionally, information regarding school events will also be communicated via ParentLink, classroom newsletters, and school flyers. Please be sure to check your child's backpack regularly for information regarding upcoming school events.

Please visit our school website: [www.cjkellerelementary.com](http://www.cjkellerelementary.com)

Please visit us on Facebook and/or Twitter @CJKellerES

A copy of this Parent Handbook may be obtained by visiting the school office.

Thank you for your support!

## Please complete and return to your child's teacher

Your signature and your child's signature below indicates that you have read and understand the contents contained in this handbook.

Student's Name \_\_\_\_\_ Date: \_\_\_\_\_  
(Please Print)

Parent's Name \_\_\_\_\_  
(Please Print)

Parent's Signature \_\_\_\_\_ Date: \_\_\_\_\_

