



John Tartan Elementary School

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Pedro Garcia, Principal

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Dear Parents and Students:

Welcome to John Tartan Elementary School. We are excited to begin the 2016-2017 school year. This flyer contains much of the information you will need to know to have a successful year.

John Tartan Elementary School is a special place to learn and grow. We hold high expectations for all of our students. We strive to ensure that all students succeed and reach their fullest potential. We ask our families to support learning by encouraging children to attend school daily on time and give their best effort. We invite all parents to visit the school and become involved in their child's education. By working together as a team, we can ensure that children are on the path for positive lifelong learning.

We are always here to assist you. If you have any questions, please feel free to contact us. We truly look forward to having a productive school year.

The Tartan Elementary School Staff

2016-17 School Year

Classes Begin – August 29

Labor Day (No School) - September 5

Nevada Day Observed (No School) – October 28

Election Day (No School) – November 8

Veterans' Day (No School) – November 11

Thanksgiving Break (No School) – November 21 to November 25

Winter Break – Begins December 19, School Resumes January 3

Dr. Martin Luther King, Jr. Day (No School) – January 16

Presidents' Day – February 20

Spring Break (No School) – April 10 to April 14, School Resumes April 17

Memorial Day (No School) – May 29

Last Day of School – June 8

School Hours

6:30 a.m. – 3:00 p.m.Office Hours

7:45 a.m. – 1:56 p.m. Instructional Hours

7:25 a.m. – 10:15 a.m..... Early Childhood/Pre-K AM Session

11:26 a.m. – 1:56 p.m.Early Childhood/Pre-K PM Session

7:30 a.m.Students allowed on campus

7:33 a.m.Line Up Bell/Start of the day bell

7:33 a.m.Breakfast (with class)

7:45 a.m.Tardy Bell/Instruction Begins

Arrival and Dismissal

The earliest arrival time for all students is at 7:30 a.m. Please note that there is no supervision before that time. Students line up when the start of day bell rings at 7:33 a.m. There is no morning play time and students are to report to their assigned dots, located on the playground, to line up for morning ceremony. Students arriving after the 7:45 tardy bell are to report to the office for a late admittance slip prior to reporting to their classroom. Please remember that the first ten minutes of the school day sets the tone for the day so please see that your child arrives on time.

Dismissal at the end of the day will take place at 1:56 p.m. Teachers will walk their students out the exit door closest to their classroom to dismiss on their assigned dots. The only exception to this is our Kindergarten students who are dismissed on the Kindergarten playground. We do not release Kindergarten or first grade students to leave on their own. They must be picked up by a parent/guardian, family member, or older sibling. Any child not picked up at dismissal time will be taken to the school office. Parents must show a form of picture identification and sign out their children in order to pick them up from the office.

During arrival and dismissal, we ask that you adhere to safe practices. This includes parking only in designated areas (not in the bus or fire lanes particularly at the front of the school) and refraining from double parking.

Early Release

Photo identification is required to pick up a student from school before the dismissal bell at 1:56 p.m. This person must be the legal guardian or noted as an emergency contact/pick up person. **There will be no early releases after 1:30 p.m.** Please plan for appointments accordingly. It is also important to mention that if students are late being picked up and have to be brought to the office after school, photo identification will again be required and the person must be the legal guardian or noted as an emergency contact/pick up in order to take the child from the school.

Student Information

If you change your address, home or work telephone numbers, or emergency contact information, please notify the office immediately in writing or in person. It is imperative that we know how to get in touch with you in case of an emergency.

If you move to an address outside the John Tartan Elementary School attendance zone and wish to stay at the school, you will need to request a Zone Variance (granted on space availability basis). Zone Variances are granted on space availability. The administration reserves the right to grant or deny these requests.

If you wish to withdraw your child from school, please stop by the office 24 hours in advance with parent/guardian identification to fill out a withdrawal request.

Breakfast and Lunch

Breakfast and lunch are free of charge to all students for 2016-2017.

A monthly menu will be sent home with each child detailing what is being served for both breakfast and lunch. Students will pick up breakfast free of charge as a class after the morning bell at 7:33 a.m. Lunch will also be provided free of charge during students' grade level lunch period. Students may elect to bring their own lunch from home.

Please note that parents are not allowed to visit their students during breakfast or lunch in the cafeteria. Please arrange any breakfast or lunch with your child prior to them coming to school. Additionally, students are

allowed to bring only snack or individual size food items which will be consumed by the individual student in keeping with our wellness policy. No food will be allowed on the playground.

An application for free or reduced cost meal benefits must be completed each school year and only one application is needed per household. If you wish to apply, applications can be completed online at www.applyforlunch.com or by paper. Processing of an application takes 7-10 operating days, to reduce processing time we encourage you to apply online. For more information call the Free and Reduced Food Service Office at 1-800-819-7556.

Telephone/Cell Phones

The school phone operates as a business phone and it is used for Tartan students and staff only. **Please be advised that because we cannot verify the identity of parents/guardians over the phone, no messages will be given to students through the school office.** Please be sure to make all necessary arrangements with your child prior to coming to school.

Cell phones are allowed before or after school. Cell phones must be turned off during instructional time and left in the student's backpack or it will be confiscated by the teacher and/or administration. Parents may retrieve confiscated cell phones in the office at the end of the school day. Additionally, cell phones must remain off during a school evaluation, lockdown, or drill. During these situations, tell your child NOT to try to contact you by cell phone until given the okay by school staff, thus allowing emergency communication channels to remain open.

Parents are asked to silence their cell phones while at the school. This ensures both compliance with the above guidelines and serves to set a positive example for our students.

Safe and Respectful Learning Environment for all students

As a school, we have implemented several programs to address negative behavior and bullying at Tartan Elementary. You can help by talking to your children about behavior and bullying.

- Kelso's Choice
 - o Helps students solve "small" problems through the use of problem solving strategies
 - o Lessons are taught to all students at Tartan by our school counselor
 - o Students know to seek assistance for "big" problems
- Be Kind... Like Josh
 - o Encourages students to Be Kind... Like Josh
 - o Staff praise students who are caught being kind
 - o Students are taught what it is to be kind
- PBIS
 - o School wide approach focusing on developing a preventative school discipline model
 - o The development of plans and school wide procedures and expectations to address behavior in the entire school
 - o CHAMPs – Is a proactive and Positive Approach to Classroom Management
 - o Sanford Harmony – Lessons to enhance discussions, decision-making, and problem-solving strategies

Dress Code

The Clark County School District Dress Code states that students' dress, personal appearance, and conduct are required to be of such character as to not disrupt or detract from the educational environment of the school. Any style

which tends to diminish instructional effectiveness or discipline control by the teacher is not acceptable. Dress code is as follows:

- Students must wear shoes with soles.
- Shirts and blouses must extend beyond the belt level (no bare midriffs).
- Spaghetti straps/halter tops are not allowed. Sleeveless shirts must have straps at least three (3) inches wide.
- All shorts, skirts, and dresses must be fingertip length. If shorts are worn, they must be hemmed without fraying.
- Hats are not to be worn in the building.
- Students must not wear clothing that contains slogan, pictures, or advertisements that by their obscene or controversial nature disrupt the educational setting.

Parents/guardians of students who do not dress according to the above standards will be called to provide an appropriate change of clothing before the child is permitted to go to class.

We ask that parents/guardians dress appropriately when attending school events. This ensures compliance with the above guidelines and serves to set the example for our students.

School Rules/Progressive Discipline

At John Tartan Elementary School, we believe students should develop self-discipline. All students are expected to be kind and work hard. Each teacher will inform both parents and students of classroom rules and consequences used in the room. We encourage teachers to handle discipline in their classrooms; however, if a student is referred to the office, administration will handle each situation using natural consequences which can vary depending upon the severity of the behavior.

The following are serious behavior issues which may result in the student being sent home until a Required Parent Conference with the administration can be held:

- Fighting
- Foul or obscene language
- Intimidation (including extortion)
- Harassment/Bullying
- Theft
- Having dangerous items such as weapons, drugs or alcohol on campus
- Destruction/vandalism of school property

Please note that the intent of any school rule is not to infringe upon anyone's individual rights but to ensure that all students and staff have a safe place in which to learn and work.

Safekey Program

The Safekey Program is an extension of the school day for children of working parents who need child care. The Safekey Program is held at John Tartan Elementary School each morning starting at 6:00 a.m. and afternoon from 1:56 p.m. to 6:00 p.m. This program is administered by the City of North Las Vegas Recreation Department. The school office can help with information but cannot register your child for the program. Please call the Safekey office at 633-1608 for more information.

Attendance

The important of regular attendance cannot be overemphasized. We expect students to be in school every day and on time when they are physically able. Should your child be absent, **please send a signed note of explanation to**

the teacher when the student returns. This note must be received within three (3) days of the absence. If a student is absent for more than two days, parents should notify the office.

We ask that you refrain from taking vacations during the school year unless it is during the regularly scheduled breaks to allow your child the maximum amount of instruction possible. For a pre-arranged absence, parents must inform the school in writing in advance of the known absence.

A student is tardy when he/she is not physically present in the classroom at the start of the instructional day. Our instructional day begins at 7:45 a.m. A tardy becomes a half day absence if more than an hour and fifty-five minutes are missed and becomes a full-day absence if more than three (3) hours and forty-five minutes are missed of the instructional day.

Students who have excessive absences and tardies throughout the year will be referred to our Attendance Intervention Program and will be monitored closely for attendance. Students with habitual unexcused absences may be classified as truant which may result in parents be referred for educational neglect. Students who have absences exceeding twenty (20) days for the year may be required to be retained in the current grade depending upon academic progress.

Visitors

All visitors are asked to report to the office when they arrive at the building. Parents will be asked to sign-in and get a visitors' pass. Parents are always welcome at our school; however, please schedule classroom visits in advance with the teacher. Teachers will then notify the office in order for that person to be allowed in the classroom. Students from other schools, siblings not yet in school, or friends of students are not allowed to visit during the school day or accompany volunteers into classrooms or on field trips. **Please note that parents are not allowed to visit their students during breakfast or lunch in the cafeteria. Additionally, parents will not be permitted to accompany their children to class when arriving late as this impacts instructional time.**

Health Services

A school nurse is available on a limited schedule at school. A First Aide Safety Assistant (FASA) is available daily. If the student's illness or injury is such that the student should go home, the parent will be contacted. It is imperative that all telephone and emergency contact numbers be kept up to date for this purpose. Students are not permitted to leave school without permission from school office personnel. Teachers are not permitted to call parents from their classroom regarding student health issues. All parents will be notified from the health office if a health issue arises.

Medication

Students who take medication during the school day must deposit all medication in the Health Office. A Medication Legal Release form must be signed by the parent or guardian. All medication is dispensed from the Health Office by the First Aide Safety Assistant (FASA) or office personnel. Medication must be brought to the school in a medicine bottle from a pharmacy containing detailed dosing instructions. No medication, including over-the-counter medication, may be administered by staff without a valid prescription from a licensed physician. No medication will be carried by students unless school district paperwork is filled out including physician's signature.

Insurance

School insurance is available all students. Parents who choose to purchase school insurance are to mail the enrollment form directly to the insurance company.

Toys, Games and Electronic Devices

Any object unnecessary to the instructional program at John Tartan Elementary School must be left at home or it will be confiscated. Parent or guardians may come in to retrieve these items. These items can include skateboards, baseball bats, pets, radios, electronic games, balls, squirt guns, trading cards, iPods, or tablets.

Bike Safety

A locked bike parking area is located on school grounds. Bikes and scooters should be locked. The school is not responsible for any loss or damages of such property of the student. For the safety of all students, bikes and scooters are to be walked off school grounds.

Parent Conferences/Communication

Communication between the parent and teacher is critical. We encourage parents to communicate with their child's teacher, but please remember that the teacher cannot interrupt instructional time to conference with a parent. We encourage parents to make an appointment with teacher. Regular parent-teacher conferences will be held as necessary. Progress reports detailing students' progress in all academic areas will be sent home periodically.

Homework

Homework assignments will take into consideration the individual needs of students. It is an extension of the instructional program and helps build personal responsibility while reinforcing what has been taught by the classroom teacher. Homework may be given Monday through Thursday. Elementary students will receive 10 minutes of homework per grade level. Nightly reading with your child is encouraged.

Birthday Celebrations

Although we know that birthdays for students are very special occasions, we ask that large celebrations be held at home. If you would like to provide a small treat for your child to share with his/her class to signify this day, please make arrangements through your child's teacher. Treats will be given out at the end of the day in order to maximize instructional time. We ask that treats sent in are ready to pass out and are kept to something small. Balloons, gifts, and other birthday celebration supplies will not be allowed in the classroom.

School Community Pride and Safety

Much of the spirit and reputation of the school is reflected by its' appearance. All students, staff and community members need to do their part by making sure trash is thrown in the trash containers provided on campus. Respect for school property is expected at all times.

Drop-off and pick-up from school can be a dangerous time for students. We ask that we work together to ensure the safety of ALL students. Please do not stop the flow of traffic by double parking, stop in the middle of the street to pick up your child, make U-turns, or speed within the school zone. **Please note that the entire length of the front of the school is designed as a bus lane or fire zone will be free from any parent parking before or after school. Please watch for markings which designate these areas.**

In case of any community emergency, school staff will take all precautions to ensure student safety. School district procedures will be implemented. An Emergency/Crisis plan is posted in each room within the school. If an emergency does occur, we ask that parents listen to media announcements released by the school district so that they can be informed of what is happening within the school community.